# Early Years Apprenticeships Tutor Job Description

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| Salary: | Dependant on experience |
| Working Hours: | 37 per week |
| Area: | Apprenticeships in Early Years and Teaching Assistant |
| Reporting to: | Regional Performance Manager |

This post will holistically plan, co-ordinate, mentor and support on training and assessment for apprentices based in the Early Years Education sector from level 2 to level 5 and the Teaching Assistant role. Knowledge and experience from working in the Early Years and or Schools sector will be shared with apprentices to ensure they achieve their programme at the highest possible level and in a timely fashion.

| Job Responsibilities |
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| Assessment |
| Complete skills reviews with apprentices and employers and identify skill and knowledge gaps |
| Develop and take responsibility for the delivery of individual training plans tailored to candidate needs |
| Maintain records relevant to individual candidates |
| Undertake observations in the workplace |
| Support the delivery of high-quality training to exceed awarding body quality standards, including functional skills, in the workplace as appropriate to the candidates’ requirements |
| Assess Skills and behaviours and feedback to learners using the ePortfolio system. |
| Training |
| Develop individual action plans tailored to candidate needs |
| Support the delivery of training using approved training resources in the workplace to cover Knowledge, Skills and Behaviours. |
| English and Maths – Training, monitoring, supporting, recording and reporting to ensure successful completion in partnership with FS specialist |
| Provide tutorial support including key training for the Apprentice (and Employer around Prevent and British Values), Personal Development, Behaviour and Welfare, Safeguarding and any additional learning support requirements |
| Supporting with remote online delivery of webinars to groups of apprentices |
| Train and promote British Values and Prevent, mental health and well-being, careers information and guidance and train on topics such as Sexual Exploitation and being safe online |
| Co-ordination and Support |
| Monitor candidate progress and provide support in completion of portfolios, end point assessments and other evidence setting targets to ensure timely completion |
| Detailing, monitoring, recording and reporting of ALS |
| Supply information to employees and employers to support apprenticeship programmes |
| Liaise with Line Manager’s to facilitate Reviews and appraisals |
| Provide appropriate data and information regarding the programme and learners as required and contribute to the regular self-assessment monitoring process |
| Take responsibility for the quality of the start-up pack (on-boarding) and evidence base for each apprentice |
| Attend CPD and Standardisation events as appropriate remotely and at Bristol Head Office three times per year and attend Company Conferences in Bristol as required |
| Support the apprentice and employer as part of the end Point Assessment process |
| Administration |
| Complete all relevant documentation in order to progress the signing up and recording of new candidates on the programme |
| Maintain documentation that records the progress of candidates on programme against specified targets |
| Complete documentation in relation to visits to employers, candidate reviews, assessment visits and any other such appointments that evidence, support and maintain relationships with candidates and employers |
| Ensure timely achievement of all students on programme and complete the required documentation to achieve Gateway and End Point Assessment |
| Other |
| Any other duties connected with the post as are reasonably required from time to time |
| Equality & Diversity  Support and promote equality and diversity at Best Practice Network to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices |
| Safeguarding  Support and promote the safeguarding agenda at Best Practice Network to ensure students, visitors and staff are safeguarded. |

## Qualifications/Skills/Knowledge/Qualities

The success of Best Practice Network rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares our values of student-centredness, equality of opportunity and parity of esteem for staff and students.

At Best Practice Network we are:

* Passionate and excited about learning
* Inclusive and supportive
* Responsive to student, employer and community needs
* Always aspiring to the highest standards
* Professional and enterprising
* Innovative and creative
* Friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

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| Essential Criteria | How Measured |
| Hold a qualification or have experience in the subject area | Application |
| Have up to date industry knowledge | Application/Interview |
| Hold Level 2 Numeracy and Literacy qualifications | Application/Certificates |
| Have experience of working with employers in a training or customer relations role | Application/interview |
| Able to develop strong professional relationships with employers and learners | Application/Interview |
| Have strong IT skills and be willing to work with e-portfolio’s | Application/Interview |
| Can motivate learners and ensure they complete on time | Application/interview |
| Hold a full driving licence, have own vehicle and be willing to travel to customer sites | Application |
| Have high levels of motivation and the ability to use own initiative | Interview |
| Desirable Criteria | How Measured |
| Hold an assessor qualification | Application |
| Hold a relevant degree | Application |
| Hold an IV/IQA qualification | Application |
| Experience of working in Further Education or a similar environment | Application |
| Early Years Advanced Practitioner or Management experience | Application |