**Tutor Job Description**

**Job purpose:**

To provide tutor support to learners in the centre to build skills, deliver qualifications and develop responsible and respectful job ready adults. To deliver excellent customer service and audit compliance and support the Centre Manager in the running of the centre on a day to day basis.

**Quality Objectives:**

learners develop detailed knowledge and skills across the curriculum and, as a result, achieve well. Where relevant, this is reflected in results from national tests and examinations that meet government expectations, or in the qualifications obtained

learners are ready for the next stage of education, employment or training. Where relevant, they gain qualifications that allow them to go on to destinations that meet their interests, aspirations and the intention of their course of study. They read widely and often, with fluency and comprehension.

**Main Job Tasks, Duties and Responsibilities:**

* plan, prepare and deliver instructional activities that facilitate active learning experiences and build skills and knowledge.
* develop schemes of work and lesson plans with clear objectives for all learning activities
* provide a variety of learning materials and resources that challenge and stretch learners and provide an inclusive environment meeting the needs of all learners.
* identify and select different teaching resources and methods to meet learners’ varying needs, develop confidence, resilience and character.
* include in teaching the development and deepening of learners’ understanding of fundamental British values.
* manage student behaviour in the classroom by establishing and enforcing rules and procedures – including attendance and punctuality and respect of others
* observe and evaluate learner’s performance, progression and skills development.
* assess and review learner work, tests and assignments providing appropriate feedback
* encourage and monitor the progress of individual students identifying through detailed IAG where additional support is required
* maintain accurate and complete records of students' progress and development
* Support learners as they complete their learning, providing effective careers support that encourages learners to aspire, make good choices and understand the next steps to take in order to succeed.
* prepare required reports on programmes and activities
* perform certain pastoral duties including learner support and encouragement
* participate in company training and team meetings when required
* keep updated with developments in subject area, teaching resources and methods and make relevant changes to lesson plans and schemes of work.