

## Job Specification – Tutor (Childcare) v2 July22

### Purpose:

Learn Plus Us is a well-established and highly regarded childcare training provider, based in North London and providing apprenticeship and advanced learner loans services across London, East of England, Southeast and the Midlands.

The primary focus of this role is taking your caseload of apprentices and learners through their learning journey, following a curriculum plan and adapting teaching and sequencing to meet the individual needs of learners and employers. Starting with their first teaching session, you will use all initial assessment information to inform your approach and teaching style, keep all records up to date, support apprentices and learners with the use of the e-portfolio and learning resources and steer them through their learning journey. English and maths functional skills form a key part of the apprenticeship and are embedded in the early stage of the curriculum. Additionally, you will carry out tri-part progress reviews with apprentices / learners and employers. IAG and CIAG will be delivered throughout the programme, ensuring that Apprentices and learners have clarity about progression opportunities and career paths.

Tutors will contextualise training and awareness sessions covering topics such as Safeguarding, The Prevent Duty, British Values, Equality, Diversity and Inclusion (EDI) and Health and Safety (H&S).

Our expectation is that learner and employer satisfaction rates are high, and all surveys consistently demonstrate that they would recommend LPU.

You will be innovative and dynamic in your approach, stretching, challenging, and supporting apprentices and learners to be the best they can be and truly motivating them to achieve their full programme and pass all final tests and assessments with the best grades.

You will be measured on progress through the learning journey, timely achievements, and retention rates.

The role holder will have accountability for:

- To support learners to reach their educational and personal goals by delivering outstanding training and assessment from induction to End-Point Assessment.
- Ensure that all teaching and learning based activities meet the needs of the student and employer, are aligned to the curriculum, as well as external and internal quality requirements.
- Undertake observations in the workplace (either remotely or onsite) where applicable.
- Deliver innovative functional skills training (face to face or remotely) based on learner needs and utilising all relevant resources.
- Assess knowledge, skills, and behaviours to provide developmental feedback to learners.
- Ensure that employers receive appropriate feedback as well.
- Work with recruitment colleagues to support unemployed learners into jobs.
- Collaborate with your colleagues to collectively ensure that Learn Plus Us training is of a consistently high standard, and fully compliant with relevant bodies, e.g. Ofsted.
- Promoting the values, aims, and ethos of Learn Plus Us, as well as equal opportunities, data protection, and health & safety legislative requirements

Learn Plus Us is a trading name of Simply One Stop Ltd

VAT No: 680814328 | Company Registration No: 4684239 | Sterling House, 97 Lichfield Street, Tamworth, England, B79 7QF

## Skills, Experience and Qualifications

### Essential

- Strong occupational background in Childcare and training.
- Assessors Qualification as well as experience of delivering maths and English Functional Skills up to level 2.
- Proven ability to develop strong professional relationships with employers and learners. Motivating all parties to achieve the best outcome.
- Excellent administration, IT, and organisational skills with good experience of using MS office software.
- Comfortable working in a fast-paced environment, where there is a need to be both creative, pragmatic and to sometimes “wear different hats”.
- Enthusiasm to get the job done well and progress.
- Relevant vocational qualification at level 3 or above.
- A team player with a positive mindset – can do attitude.
- English and maths GCSE grade C or equivalent or higher.
- Lifelong learner.

### Desirable

- An IQA Qualification and experience of being an IQA.
- Experience of delivering Apprenticeships.
- An External Quality Assurer qualification and experience of being an EQA.
- An EPA qualification and experience of being an EPA.
- Knowledge and understanding of the ESFA funding rules.

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