

Job Title: Hospitality Tutor - London

Reporting to: Quality Manager

Date: October 2022

MAIN PURPOSE AND SCOPE OF THE JOB

- To deliver accredited qualifications and Traineeships, providing additional support where necessary and making assessment decisions to judge competence against learner's chosen programmes.
- Maintain delivery standards in accordance with the Education Inspection Framework (EIF) and formulate development plans for ongoing improvement
- Maintain standards in accordance with guidelines set by ESFA

KEY RESPONSIBILITIES

- Identify learner support needs e.g. Functional Skills and Soft Skills
- Agree learner starting points and set targets to develop and progress through the programmes
- Deliver classroom-based sessions of vocational and employability skills
- Ensure Functional Skills, Equality & Diversity, British Values and Prevent is embedded into all sessions
- Ensure target setting motivates the learner and give written and oral feedback on progression towards agreed targets
- Ensure targets are met by learners
- Review learner progress in accordance with contractual requirements and the organisation's systems
- Evaluate and document fully the learning of the learner
- Maintain Education Inspection Framework and build upon existing standards
- Ensure that company safeguarding policies and procedures are implemented and adhered to
- Ensure that safe practices and a culture of safety are promoted
- Ensure learner retention and achievement is within the organisation's targets
- Monitor attendance and report any issues or concerns

INDIVIDUAL LEARNING PLAN

- Create an individual learning plan that takes into consideration all learner needs and expectations
- Update information on progress of learner into learning plan
- Consider learner prior experiences. Set target dates for completion of tasks/units/qualifications/Traineeships
- Refer to plan in reviews

REVIEWING PROGRESS

- Target dates on reviews are to help learners effectively work towards achievement
- Action plan each learner against all components with a S.M.A.R.T approach
- Make targets motivating and give feedback on progress
- Involve work-based supervisors/mentors in progress and reviews
- Records of reviews must be in detail to show continuous progress

TEACHING, LEARNING AND ASSESSMENT

- Deliver engaging teaching sessions when necessary to meet the requirements of the Education Inspection Framework (EIF)
- Design/deliver/maintain an effective and innovative curriculum to meet the standards set by the company
- Identify resources necessary to deliver the programme
- Undertake any professional development in order to update qualifications required to support the role and responsibilities
- Agree and set targets with learners to develop and progress them through their chosen programmes.
- Review learner's progress in accordance with contractual requirements and the organisation's systems
- Prepare and plan the effective delivery of all vocational activity sessions
- To be quality assured by observation of teaching, learning and assessment system
- Actively engage learners in the use of online resources

ASSESSING ACHIEVEMENT

- Adhere to assessment standards when assessing/moderating learners
- Involve employers/supervisors/mentors when planning assessments where appropriate
- Integrate the Main Aim Qualification, Functional Skills, Equality and Diversity, Differentiation and Soft Skills competence during all activities
- Incorporate various individualised and personalised assessment methods throughout the learner's programme.
- Adhere to IQA/moderation systems and procedures
- Plan and monitor the timely progress of all learners assigned to sessions
- Be responsible for the regular review and target setting of learners

STANDARD MEASURES OF PERFORMANCE

- Department plan to be maintained in accordance with organisation's objectives
- Quality Assurance procedures maintained and are effective
- Monthly team meetings attended
- High level of teamwork and close co-operation with other departments
- Attend regular staff performance reviews
- Meeting agreed information and report deadlines

PERSONAL RESPONSIBILITY

- To abide by the organisation's systems and procedures



Job Description

- Produce monthly reports for management
- Be a role model in maintaining a positive culture that embeds the organisation's values by ensuring learners feel valued, safe and supported

SHARED TEAM RESPONSIBILITY

- Departmental planning
- Agree key measures of performance for individual learners
- Improvement projects within team
- Maintain a positive teaching and learning environment

Management reserve the right to make changes to the above job description with any other duties which can be reasonably expected of this role.

Employee Name:	
Employee Signature:	
Date:	

Line Manager Name:	
Line Manager Signature:	
Date:	