

Job Title:	Tutor/Assessor JM Apprenticeships
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### Day-to-Day Responsibilities

- To undertake a teaching programme, providing both academic and pastoral support to students, monitoring progress and attendance and maintaining appropriate records.
- To be responsible for the learning and timely achievement of all assigned students.
- To produce lesson plans, schemes of work, support materials and other teaching related materials.
- To be responsible and accountable for achieving the highest possible standards in work and conduct.
- To conduct assessment as follows:
  - Agree and review assessment requirements with the students;
  - Brief the students on the requirements of the assessment process, including safe working practices;
  - Conduct assessments according to the rules and quality procedures of the Academy; prime contractors and other organisations that monitor the Academy;
  - Uphold the quality and standards of the assessment process;
  - Observe candidates' performance at appropriate stages of the assessment without interfering with their work;
  - Evaluate candidates' performance against the performance criteria in each assessment and record assessment results;
  - Give candidates clear and constructive feedback
  - Encourage candidates to ask for advice on the assessment decision
- To have an impact on educational progress beyond assigned students.
- To maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field in addition to pedagogic developments.
- To attend course related meetings.
- To provide support for the Head of Programmes and the Head of Quality.
- To fully utilise BAJ's and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To work collaboratively with others to develop effective professional relationships.
- To take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To undertake general course management responsibilities including assessment, admissions and placement support.
- To liaise with Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across the course.
- To support the Head of Programmes in the planning and development of the curriculum and teaching programme for the apprenticeship provision.
- To secure productive contacts and links with external organisations, employers and agencies that will benefit students on and provide further opportunities for income generation and collaboration.
- To engage in regular standardisation meetings and training to review the quality of the teaching and learning provision in line with the quality strategy.
- To undertake continuous personal and professional development for at least 30 hours pro rata.

- Support the development of professional relationships with key employers in the industry.
- When appropriate to work with Marketing to raise the department, team and students' profile
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the Academy.

#### Qualification, Experience, Skills and Abilities

##### Qualification

- Required: relevant jewellery manufacture qualifications
- Hold a recognised teaching qualification or willingness to work towards one
- Hold a recognised Assessment Qualification or willingness to work towards one
- Hold recognised English and Maths Qualifications at Level 2 or higher, or willingness to work towards them

##### Experience

- Desirable: experience within education
- Desirable: knowledge of apprenticeships

##### Skills

- Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way
- Motivates and leads effectively, setting clear objectives to manage performance
- Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
- Plans, prioritises and manages resources effectively to achieve long term objectives
- Builds and maintains positive relationships with students, employers or customers
- Excellent IT skills

##### Abilities

- Self-motivated to set and attain goals and to demonstrate the ability to meet performance standards and deadlines
- Action-oriented, 'can do' attitude demonstrating willingness to accept accountability and responsibility for individual actions
- Ability to overcome objections and obstacles
- Ability to embrace a proactive and creative approach to problem solving
- Ability to work effectively as part of a team