**Job Description**

**JOB TITLE: Tutor - Motor Vehicle**

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the north east of  
England.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a  
Disability Confident Employer.

**Position Summary**

This is a fantastic opportunity to help young people aged 16-24 develop and enhance their skills and help them on their way to a career in the Motor Vehicle trade. Teach and assess high quality programmes to ensure learners achieve and progress into further training, apprenticeships or employment

Specific elements of work for individuals are detailed in the attached job description.

**Conditions of Employment**

Position: Tutor - motor vehicle  
Responsible to: Training Manager  
Salary range: £25,332 - £27,110  
Hours: 37 hours per week  
Contract Term: Non temporary  
Location: Rivergreen, Sunderland (All Delivery Officer roles may have a peripatetic element due to the needs of learners)

Leave: 25 days per annum, pro rata, subject to local conditions, plus statutory holidays

All posts will be subject to DBS check. A copy of our Ex Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Job Description**

We are in search of an inspirational and enthusiastic Tutor or aspiring Tutor to deliver the Motor Vehicle Study Programme to a diverse group of learners in our fully equipped on site workshop. As an occupational expert from the Automotive sector, you will train and support learners to achieve Motor Vehicle qualifications and develop employability, personal and social skills helping them to progress into employment in the motor vehicle sector and/or further training. You will also support the development of our Motor Vehicle apprenticeship programme by working with apprentices and employers to develop and prepare apprentices for End Point  
Assessment.

**Key responsibilities and accountabilities**

Springboard operates in a demanding and often changing environment. Members of staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be regarded as fully comprehensive:

· Plan and facilitate well-structured, high quality learning experiences to meet learner needs.

· Motivate and inspire learners establishing positive and respectful working relationships, use interactive and engaging approaches to teaching, promoting timely achievement and enabling positive progression.

· Apply appropriate and fair methods of assessment, provide constructive verbal and written feedback that ensures learners know how to improve and make progress

· Maintain effective links with employers, provide good levels of support and guidance and effective workplace training.

· Maintain up to date and accurate records of individual learning and progress through the programme, provide swift support and intervention for learners who start to fall behind.

· Maintain safe learning environments, effectively promote Health and Safety,  
Safeguarding and Prevent, ensuring learners are aware of strategies for staying safe online.

· Ensure inclusive learning environments, effectively promote equality, diversity and inclusion and British values.

· Support learners with SEND to meet their specific needs and overcome individual barriers to learning, where appropriate collaborating with learning support assistants and EHCP officer.

· Embed English, maths and ICT in vocational sessions and support learner progression up to and including Level 2 functional skills

· Contextualise employability, PSDW and maths and English in sessions enabling learners to effectively apply their knowledge and skills in the workplace.

· Contribute to and participate in quality improvement activities, such as self-assessment processes, internal verification procedures and responding to learner feedback.

· Take responsibility for keeping up to date with appropriate sector and educational developments, including industrial updates and participate in appropriate training and development activities that support your performance.

· Operate with flexibility around locations and programme.

· Carry out duties in accordance current organisational policies and procedures.

· Assist in marketing and promotion of Springboard programmes and services.

· Undertake other such duties which are commensurate with the post as may be required from time to time, by the Chief Executive or other Springboard Managers

**PERSON SPECIFICATION**

**Essential**

Excellent, up to date, knowledge of a range of motor vehicle learning programmes

· Level 3 vocational qualification or evidence of vocational competence

· Ability to plan, produce and deliver effective training sessions using and evaluating teaching methods appropriate to learner groups.

· Good time management and organisational skills

· Excellent interpersonal skills including, written and verbal communication, negotiation and team building

· Able to travel to meet the needs of the role

· Good standard of maths and English (GCSE C/4, functional skill L2 or prepared to work towards)

· Competent using IT in learning environments and basic Microsoft Office programs

**Desirable**

· Teaching, learning and assessment experience in Motor vehicle repair and maintenance

· Teaching and or assessment qualifications

· Experience of training or supporting young people

· Experience of liaising with external agencies and employers

· Experience within a training or related environment

Job Types: Permanent, Full-time

Salary: £25,332.00-£27,110.00 per year

Benefits:

* On-site parking

Schedule:

* Monday to Friday

Experience:

* Teaching: 1 year (preferred)
* Vehicle Maintenance: 2 years (required)