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**Job Description - Tutor - Business and Customer Service Apprenticeships MATERNITY COVER**

**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 position is for a short-term basis to cover maternity leave. Maximum contract will be 1 year.

In this role you will be responsible for teaching and supporting apprentices to develop the relevant knowledge, behaviours and skills required of the apprenticeship standard and prepare them for end point assessment. You will need to be flexible and adaptable to changing circumstances and new opportunities. This is a peripatetic role across various employer sites and Springboard locations.

Competitive salary based on experience.

**Key responsibilities**

* Maintain a caseload of apprentices and trainees ensuring that their training needs are met and assessed in line with the standards
* Participate in the planning, development and implementation of highly engaging and creative classroom-based delivery
* Ensure all learners are visited regularly as per the agreed Individual Training Plan and where necessary additional visits are carried out to support any additional needs
* Monitor learners’ development ensuring they progress well against the assessment plan and achieve timely
* Maintain accurate and high-quality learner records
* Prepare, adapt, and maintain learning materials and resources to support apprentices in achieving the apprenticeship standard
* Carry out work-based observations and assessments
* Encourage and monitor the use of the online platform for maths and English
* Provide regular feedback and carry out progress reviews with apprentices and employers
* Supporting apprentices in preparing for end point assessment
* Assist in marketing and promotion of Springboard programmes and services

**PERSON SPECIFICATION**

* Recognised teaching & assessing qualifications (or working towards)
* Level 2 qualification in English and maths (or equivalent)
* Excellent interpersonal and communication skills
* Experience of supporting apprentices and young people in education settings
* Experience of programme planning
* Ability to travel to meet the needs of the job role
* Up to date IT skills

Job Type: Full-time

Benefits:

* Casual dress
* Free parking
* On-site parking
* Sick pay

Schedule:

* Monday to Friday

Experience:

* teaching/assessing: 1 year (required)

Work Location: In person