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**Job Description - Health and Social Care Tutor/Assessor**

**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 tutor/assessor role. The successful candidate will have proven experience of teaching and assessing students who are aiming to become practitioners in health and social care settings. They will be familiar with delivering high quality programmes and a range of qualifications from Levels 1 to 3 and possible development of assessing Apprenticeships and adults. They must also have an understanding of the role of the awarding body. All Springboard’s tutors/assessors carry out a wide range of functions to ensure learners maximise their potential, achieve and progress into further training or employment.

**Conditions of Employment**

Position: Care tutor/assessor

Responsible to: Team Leader

Salary range: £22,612 - £26,222

Hours: 37 hours per week or negotiable hours (possibility of evening programmes)

Contract Term: Fixed Term Contract – 12 months

Location: Rivergreen, Sunderland. (All Delivery Officer roles 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.

**Key responsibilities and accountabilities**

Springboard operates in demanding and changing environments. Particularly during these current times staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities and different methods of teaching. The following list of duties and responsibilities must therefore be taken as a guide and is not to be regarded as fully comprehensive:

* Be keyworker to a cohort of learners in the field of care including delivery of NCFE qualifications
* Develop, tutor and assess learners in meeting their learning goals
* Deliver teaching sessions in classroom and remotely using digital education platforms
* Encourage and secure learner achievement, attainment and progression
* Establish a learning and teaching environment in which learners demonstrate commitment to their studies, appropriate behaviour and a high level of motivation which promotes retention and attendance
* Maintain appropriate, effective records and administration including individual progress reviews in a timely manner
* Assist in course development
* Carry out duties in accordance with the quality systems and procedures
* Liaise with employers and external agencies regarding learner development
* Ensure the operation of efficient and safe environments.
* Being an effective team player, sharing timely information to enable the progression of learners
* Train, coach and support learners to prepare them for their End Point Assessment where appropriate
* Promote and support equality and diversity through the charity’s Equal Opportunities Policy
* Embed Functional Skills within the programme
* 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**

* Vocational competence within the education and care sector and have a qualification at Level 3
* Up to date, knowledge and experience of delivering a range of care programmes including apprenticeships, study programmes and adult education programmes
* Ability to work independently and as part of a team
* Good interpersonal and communication skills
* Experience of teaching, assessing and quality assuring
* Experience of programme planning
* Ability to travel to meet the needs of the job role
* Up to date IT skills and the ability to deliver remote learning
* GCSE maths and English or equivalent