

TRAINEE TUTOR

(RECRUITMENT)

WHO ARE WE?

We are a private training provider dedicated to recruiting ambitious and driven apprentices and delivering high-quality apprenticeship training to individuals across the UK. We strive to become a world-class provider of education. We don't settle for acceptable, we push ourselves to challenge expectations and deliver the very best service in all that we do. From our internal processes through to our teaching delivery, we are continually revising, improving and challenging ourselves to enhance the quality of our services. Our ethos of care and support runs throughout our business and we are committed to helping our employees become the very best version of themselves. From regular training workshops to enrolling our staff on to professional training courses, we pride ourselves on giving our employees every opportunity to excel in their roles. As our business has grown, our employees have grown with us; we work as a team to create a business that is built on collaboration, open communication and care.

WHO ARE YOU?

You are a positive individual who is passionate about learning and development and have an ambition to deliver quality teaching and support others to excel in the recruitment industry. You have a passion for recruitment and occupational experience working as a recruiter which you will bring to your role as an apprenticeship tutor in order to support ambitious individuals to succeed in their career. You set high standards for quality of work and you work well with others. You continually seek to create a better learning environment by increasing your own knowledge and skills so that you can support others and be an exemplar role model.

- ✓ Mandatory: Satisfactory Disclosure Barring Service (DBS) Check
- ✓ Mandatory: Experience working as a recruiter
- ✓ Mandatory: An ambition to become a qualified teacher
- ✓ Mandatory: Minimum English and maths GCSE grade C/4 or Functional Skills Level 2 in English and maths
- ✓ Mandatory: A passion for education and a desire to support others
- ✓ Desired: Educated to degree level at 2:1 minimum
- ✓ Mandatory: Highly motivated
- ✓ Mandatory: Commitment to learning and developing your own skill set and knowledge
- ✓ Desired: A professional recruitment qualification at level 2/4

WHAT WILL YOU DO?

As a trainee recruitment tutor you will be learn on the job how to deliver high-quality teaching to our learners enrolled onto our Recruitment Resourcer Level 2 and Recruitment Consultant Level 3 apprenticeship standards. You will complete our internal trainee tutor programme to become a qualified, highly-skilled educator, bringing your occupational experience in recruitment to your role as an apprenticeship tutor. You will work alongside our experienced recruitment tutors to develop the required knowledge, skills and behaviours to fulfil the role of a qualified tutor. But that's not all, you will also receive the required support and training needed to excel in the role, gradually increasing your exposure to the role whilst studying for and obtaining the necessary qualifications for the role.

During your training, you will work closely with both learners and employers, using your teaching ability, coaching skills and innovative technologies to deliver exceptional training, helping learners and employers achieve their objectives. Your role is imperative in facilitating the creation and delivery of an outstanding programme to ensure our learners gain maximum value from their apprenticeship and are stretched and challenged to achieve above their expected level.

YOUR PACKAGE

SALARY: £24,000 per annum, increasing to £28,000 after 12 months*

HOURS: 37 hours per week Monday to Friday

ANNUAL LEAVE: 30 days per year (inclusive of public holidays) + 1 day per year up to 33 days

REPORTING TO: Tutor Manager

RESPONSIBLE FOR: N/A

LOCATION: Remote, occasional travel may be required

*Subject to achievement of KPIs and objectives

BENEFITS

AC ACADEMY

We believe in growing our business from within and each job role has a clear career pathway outlined to ensure development opportunities are available to everybody. With our AC Academy you can access company-funded training designed to help you improve your knowledge and skills and support your career ambitions. You will be mentored by our HR team to help you achieve your personal and professional goals. Your AC Academy programme will be as unique as you are!

ADDITIONAL BENEFITS

We regularly review and adjust our employee rewards structures to ensure our employees remain motivated and are rewarded for their efforts and loyalty. Additional benefits available to our employees include:

- Internet Contribution Fee
- Enhanced maternity leave scheme
- Enhanced paternity leave scheme
- Enhanced adoption leave scheme
- Additional benefits planned for later release

FLEXIBLE WORKING

We value our people and we understand that having flexibility to plan your working day around your personal requirements improves your overall happiness and eases day-to-day stresses. We encourage our employees to work flexibly and are strong advocates of employee empowerment. We listen to the individual needs of our employees and consider the different ways we can create a flexible working environment to support them.

WELL-BEING DAYS

We understand that some days you need to take time to focus on your mental and physical well-being. We also understand that having a healthy work/life balance is important and unexpected personal situations sometimes occur. To support your personal welfare, you will receive well-being days each year to use as you require; this could be for mental or physical health needs, religious holidays, care needs or general self-care.

TRAINEE TUTOR PROGRAMME

WHAT DOES THE TRAINING PROGRAMME INVOLVE?

Apprenticeships are designed to develop occupational knowledge, skills and behaviours in sector-specific job roles. Therefore, to become an apprenticeship tutor, you need to have first-hand experience working in the area you are teaching. Our Trainee Recruitment Tutor programme is combined with our internal Teacher Training Programme to create a unique programme to support you to bring your expertise and occupational experience in recruitment to transition to become an apprenticeship tutor and expert educator. Our training programme has been developed in-house to inspire help you to become an outstanding educator and change the future of apprenticeship teaching.

An Apprenticeship Connect apprenticeship is no ordinary apprenticeship, and this is no ordinary training programme.

WHAT QUALIFICATIONS WILL I RECEIVE?

- ✓ Assessing qualification: **Level 3 Certificate in Assessing Vocational Achievement (CAVA)**
- ✓ **Level 5 Diploma in Education and Training (DET)**
- ✓ **Level 2 Safeguarding Practitioner** qualification
- ✓ A professional **recruitment qualification at Level 3**
- ✓ **Level 5 Learning and Skills Teaching Apprenticeship Standard**
- ✓ Recognition as a **qualified teacher with Qualified Teacher Learning and Skills (QTLS) status**

LEVEL 3 CERTIFICATE IN ASSESSING VOCATIONAL ACHIEVEMENT

The only assessor qualification that allows you to practise as a fully-qualified assessor. This qualification will allow you to have a career in evaluating vocational competencies for a range of qualifications, such as apprenticeships, functional skills, teaching certificates, NVQs, awards, certificates and diplomas.

(REC) LEVEL 3 CERTIFICATE IN RECRUITMENT PRACTICE

The Recruitment and Employment Confederation (REC) is one of the UK's leading qualification and membership body for recruiters and is a certification of quality that is highly desired by employers within the recruitment industry.

LEVEL 5 DIPLOMA IN EDUCATION AND TRAINING (DET)

Gain recognition in the teaching industry as a level 5 qualified educator. Learn how to plan and develop quality schemes of work, deliver outstanding teaching sessions, develop your teaching and learning strategies and learn about different assessment practices.

LEVEL 5 LEARNING AND SKILLS TEACHING APPRENTICESHIP STANDARD

Learn to apply your knowledge and skills in practice and become an expert in education covering ethical and legal standards in teaching, overcoming barriers to learning and how to individualise learning to meet learner needs.

LEVEL 2 CERTIFICATE IN UNDERSTANDING SAFEGUARDING AND PREVENT

Develop knowledge and awareness of the Prevent Duty and safeguarding, including online safety.

QUALIFIED TEACHER LEARNING AND SKILLS (QTLS) STATUS

QTLS is a nationally-recognised status that you can gain by completing a 'professional-formation' process where you demonstrate development of your skills and knowledge through your teaching practice. QTLS is recognised in law as having parity with Qualified Teacher Status (QTS), meaning you will also be eligible to work in schools as a post-16 teacher.

HOW WILL I BE SUPPORTED?

As well as being mentored by our team of experienced apprenticeship tutors, you will also be joining our AC Academy. This is our internal academy where your training plan will be personalised to your learning and development needs to help you improve your knowledge and skills and support your career ambitions.

In addition to your mentors and your course tutors, through the AC Academy you will also be mentored by our HR team to help you achieve your goals and stay on track to fulfil your full potential. Our training programme has been meticulously designed to ensure you have all the support you need, every step of the way!

- ✓ **Dedicated mentorship and support**
- ✓ **Personalised training and development**
- ✓ **Ongoing education** to improve your practice
- ✓ **Independent HR support**
- ✓ **Gradual exposure** to teaching
- ✓ **Company funded qualifications** and on-the-job training
- ✓ **Additional modules** to support your CPD needs
- ✓ **Collaborative working** to ease transition

PHASE 1: TRAINEE RECRUITMENT TUTOR TRAINING

In phase one you will begin your transition from an experienced recruiter to a qualified apprenticeship tutor. You will gain two qualifications and work as a trainee tutor alongside your mentors to develop the knowledge and skills required to become a Recruitment Tutor.

- ✓ Assessing qualification: **Level 3 Certificate in Assessing Vocational Achievement (CAVA)**
- ✓ **Understanding apprenticeships**
- ✓ Collaborative **lesson planning and creating resources**
- ✓ A professional **recruitment qualification at Level 3**
- ✓ **Mentoring** from qualified apprenticeship tutors
- ✓ Developing **teaching skills**
- ✓ **Shadowing** and observing experienced tutors
- ✓ **Marking** assignments and providing **feedback**

PHASE 2: TEACHER TRAINING

In phase two you will complete our Teacher Training Programme and gain a further three qualification. This phase of our training programme is designed to support you to perfect your teaching skills and become the very best teacher you can be, it will also help you get ahead in your career and gain a competitive advantage over other tutors in the industry, by applying your learning to your day-to-day role as an apprenticeship tutor at AC.

- ✓ **Level 5 Diploma in Education and Training (DET)**
- ✓ **Level 2 Safeguarding Practitioner** qualification
- ✓ Become a **level 5 qualified educator**
- ✓ **Level 5 Learning and Skills Teaching Apprenticeship Standard**
- ✓ Recognition as a **qualified teacher with Qualified Teacher Learning and Skills (QTLS) status**
- ✓ **Set yourself apart** from others in the industry and **achieve excellence**

RECRUITMENT TUTOR: ROLE DUTIES AND RESPONSIBILITIES

TEACHING AND LEARNING

- Deliver high quality teaching to meet the requirements of the course curriculum.
- Use blended learning techniques to provide a diversified approach to teaching.
- Devise individual learning plans (ILP) to aid differentiation based on individual needs.
- Support learners to achieve their personal goals, aspirations and motivations.
- Provide ongoing support through virtual learning, video conferencing and remote support.
- Review all assignments promptly, providing constructive feedback to aid learner development.
- Use diagnostics, initial assessments, ILP(s) and similar tools/aids to determine the learner's starting point allowing effective assessment of distance travelled following teaching and learning.
- Embody the spirit of 'lifelong learning' during teaching.
- Embed within teaching, 21st century skills including digital literacy, critical thinking, problem solving, adaptability, flexibility and social/cross cultural interaction.
- Support learners to develop key behavioural skills including communication, time management, self-improvement and resilience.
- Use schemes of work (SOW) to create lesson plans to prepare and deliver teaching and learning.
- Prepare learners for on-programme assessments and end point assessments (EPA) where applicable, providing constructive feedback to stretch and challenge the learner's ability.
- Utilise coaching and mentoring skills to support struggling learners.
- Innovate and accelerate learning for high achievers, stretching the learning experience to help learners reach their potential.
- Embed English and maths in main aim delivery.

MONITORING PROGRESS

- Monitor learner's attendance and engagement, ensuring progression is made in line with expected levels.
- Monitor learner's progress and development, implementing intervention and remedial strategies where required to ensure learners achieve their maximum ability.
- Assess the quality of work provided by learners throughout the course duration, offering continual feedback to improve knowledge, skill and behaviours of learners in line with the course requirements.
- Carry out regulatory assessments (and those required by the company management) for the programme of study in line with company, awarding body and/or awarding body requirements.
- Ensure compliance and adherence to policies and procedures regarding assessment practice.
- Conduct assessments in a timely manner, following established company guidelines of best practice or procedure.
- Invigilate exams and other assessments, providing cover support for other tutors as required.
- Ensure learners complete their programme of study within the time scales set.
- Ensure company completion targets and completion/retention key performance indicators (KPIs) are met or exceeded.
- Support learners towards course completion to advise of future career prospects and further learning and development opportunities.

QUALITY

- Work toward and maintain grade 1 in observation of teaching and learning.
- Set high personal standards of quality and integrity throughout teaching and learning.
- Ensure the quality of work supports the ambition to achieve and maintain OFSTED Grade 1 Outstanding.
- Use the company's quality assurance framework to improve, develop and enhance quality of teaching and assessment practices.

CONTINUOUS IMPROVEMENT AND PERFORMANCE

- Monitor and develop client relationships to ensure the best possible learner achievement.
- Support the implementation of improvement strategies resulting from satisfaction surveys, self-assessment reports and quality improvement plans.
- Ensure completion of reviews using employer and learner voice information to inform improvement action plans which are monitored throughout the year.
- Work with other managers to ensure a consistency of approach to the Key Performance Indicators (KPIs) of responsiveness, effectiveness and efficiency.

GENERAL RESPONSIBILITIES

- Demonstrate ongoing commitment to improving subject knowledge and continually develop teaching ability.
- Maintain the validity of all required professional qualifications including but not limited to teaching, assessing and safeguarding.
- Complete all documents necessary to comply with Centre and HR policies and ensure that all records are accurate and up to date.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
- Be familiar with safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults.
- Encourage the awareness of risk, ensuring that responsibility for risk management is effectively embedded and that all risks identified are reported through the appropriate system.
- Promote the highest standards of health and safety practice in relation to all aspects of the role duties.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Participate as required in company-wide activities.
- Undertake additional duties or projects as required.
- Help to cultivate a culture of continuous improvement and ensure the learner experience is placed paramount in all activity conducted.
- Assist in the centre's self- assessment and quality improvement processes including self-assessment reports (SAR), quality improvement plans (QIP), course/curriculum review and learner and employer surveys.