

Intro to Construction

We are currently recruiting for a highly organised, qualified Pre-Employment Construction Tutors to join our existing team. This role will require the successful candidate to fully embrace our business ethos to ensure learner completion is achieved to the highest quality.

The role will encompass, teaching, learning and development of learners, which requires the delivery of high-quality teaching, assessment, and support to the classroom performance of the learners, with e-portfolio building using OneFile, ensuring that all required funding paperwork is completed.

The potential candidate will have experience in delivering flexible and blended training with e-portfolio in a classroom-based environment. Specialising in Construction theory and Health and Safety as mandatory topics.

The successful candidate will deliver a specialist 2 – 4 weeks, Level 1 and 2 trade programmes that not only introduces the learner to a specific trade, but also develops practical skills and knowledge for employment within the sector.

Mentoring and support of learners with the completion of a OneFile e-portfolio and associated funding paperwork is required to ensure learners success.

Duties and Responsibilities:

- Deliver pre-defined curriculum to a very high standard, to develop the knowledge, skills, and behaviours of your learners.
- Completion of all learner and course related documentation, this will include learner files and relevant tracking documents during the delivery of the course.
- Mentor, observe and assess learners in the classroom and or workshop, providing feedback and guidance to ensure learning standards are met and qualifications are attained within the programme.
- Offering information, advice, and guidance to promote the development and progression of learners.
- Meet company, funding & awarding organisation requirements.
- Assessing the learners' e-portfolio of evidence to verify achievements have been met.

Skills, Experience and Qualities:

- Experience of classroom-based delivery.
- Demonstrable experience of working with a diverse range of learners.
- IT literate.
- Effective communication and interpersonal skills.
- Strong attention to detail.
- Able to follow processes.
- Enthusiasm in the workplace.
- Work well under pressure.
- Have current, relevant occupational expertise and knowledge gained through hands on experience in the Construction industry with Level 3 competencies.
- Evidence of continued professional development within the occupational sector

Qualifications:

- A teaching qualification at a minimum of PTLLS or Level 3 AET.
- An assessor award or qualification.
- A level 3 qualification or occupational competence.
- Maths and English qualifications at Level 2 or above.

Benefits

- A competitive salary
- 25 days holiday + Bank Holidays along with 2 extra days annual leave after 2 years' service
- Employer contributory pension scheme
- A challenging and rewarding role in a successful and growing business.

Equality and Diversity

- It is the responsibility of the post holder to promote equality and diversity throughout the Group.
- The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety

- To promote health, safety, and welfare throughout the Group.
- To undertake their duties and responsibilities in full accordance with the Group's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the organisation.
- The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Review

- The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Group will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Job Type: Full-time

Salary: £32,000.00-£40,000.00 per year

Benefits:

- Additional leave

- Company pension
- Free parking
- On-site parking

Schedule:

- Monday to Friday

Work Location: In person.