

## Job Description

Job Title: **Course Tutor**

Responsible to: *Education Manager*

Job Purpose: *To teach and support the students to help them reach their individual potential and ensure they complete their course on target and to standard, and comply with all policies and procedures, as well as assist with events and administrative duties as part of the Education Team.*

Key Accountabilities
Lessons:
Deliver lessons to a professional standard, following lesson plans, and noting significant feedback or changes onto scheme of work after lessons
Create lesson and classroom material, for all new and existing courses, to be interesting, engaging and to cover all the standard criteria, and update lessons with student and staff feedback to make continuous improvements
Maintain up-to-date records of teaching carried out - Scheme of work & Lesson plans
Undertake termly observations of lessons and feedback sessions
Ensure lessons you are scheduled to give are run to timetable and backup plans are in place for any contingency
Practical Assessments
Ensure students' assessments are completed on time, and to Assessor Standards and all paperwork completed fully and accurately
Where required - Handle the animals and birds in practical training or assessments, following the strict protocols and guidelines provided and assisting students with correct handling techniques
Liaise with the relevant IQA to ensure required Observations are carried out as part of the students' assessments
Marking
Mark submitted course work to the standards set out by the awarding body, offering appropriate detailed feedback and improvement areas
Keep students tracking documents up-to-date with newly submitted or marked work and ensure all required signatures and dates are in place
Reviews
Ensure all students in your class have monthly, documented reviews to discuss their progress
Attend regular standardisation and team meetings to ensure students' needs are being met and to discuss concerns and progress of students and course

Monitor attainment for each student and put in place support plans if needed, plus assist students with information, advice and guidance for progression after their course
Ensure students have the support they need to successfully complete their portfolios of work as required for their qualification, liaising with the IQAs and Education Officer as necessary
<b>Pastoral Support</b>
Identify students in difficulty and support them at a local level, in conjunction with the Education Manager
Mentor students as stated in the Assessor guidelines and code of practice
Liaise with Education Manager to discuss student's needs for assistance in non-academic areas
Comply with all safeguarding policies and procedures that apply, and ensuring that all relevant policies and procedures are adhered to
<b>Additional Areas</b>
Foster a positive educational environment for learning
Work with the Education Manager to carry out an induction program for all new students
Undergo annual Continued Professional Development to maintain professional teaching standards in conjunction with government guidelines and improve animal care skills
Keep the study areas, classroom and office clean and tidy
Attend external recruitment events and other promotional events, as needed
Deal with students, staff, volunteers, and members of the public including their safety, welfare and monitoring when on (or off site), in a professional, courteous and friendly manner
Adhere to stock management processes to ensure that supplies are always available as needed in the classrooms and study rooms
Keep equipment in good working order and reporting any maintenance requirements/repairs as necessary
Ensure adherence to the Health & Safety, Safeguarding, GDPR and Security procedures at all times
Attend to other jobs, as reasonable for the role for which you are employed, and as required by the operation

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