



Job Description

Version:	V2 October 2019
Role:	Pre Employment Tutor
Reports to:	Pre-Employment Manager
Job Purpose:	To provide training and support to students on a range of Pre Employment Programmes and sector based work academies to help them back into work and to achieve their career goals. Ensure all activity meets the need of the student as well as audit requirements.
Based:	Home-based, working with students in a classroom setting

Key Performance Indicators:

KPI.1 Employer Engagement

- 1.1. Use local networking groups and identify local employment needs and job opportunities
- 1.2. Work with local and national employers to find work placements and job vacancies for Students
- 1.3. Work in collaboration with BDT and other Sales functions across the business on joint projects and employer engagement
- 1.4. Attend relevant Marketing events and job fairs with the correct associated marketing literature available
- 1.5. Support the Marketing department to make sure all marketing materials are relevant and up to date
- 1.6. Maximise all relevant business development opportunities
- 1.7. Work with the PEM to support relationships with appropriate organisations that lead to business development opportunities
- 1.8. Work with the PEM to develop bespoke programmes that meet the needs of the identified skills shortages

KPI.2 Student Engagement

- 2.1 Engage with Youth Referral Services and pre 16 education providers to recruit Students onto Pre-Employment courses
- 2.2 Ensure the development and delivery of Student enrolment services are compliant with the ESFA funding rules
- 2.3 Use learning materials to ensure Pre-Employment Students are provided with relevant, up to date and fit for purpose information to ensure their progression and achievement
- 2.4 Provide delivery of highly effective Pre-Employment Programmes that provide progression opportunities for all Students
- 2.5 Provide delivery of high quality Matrix recognized IAG services
- 2.6 Achieve and maintain minimum 70% achievement levels for Students
- 2.7 Achieve and maintain 70% job outcomes for Students
- 2.8 Deliver Pre-Employment programmes in line with expectations set out in the Education Inspection Framework



KPI.3 Communication & Performance

- 3.1 Ensure the submission of Student paperwork meets quality expectations
- 3.2 Work with the PEM to identify areas for improvement
- 3.3 Maximise job opportunities for unemployed Students
- 3.4 Work with PEM to deliver on targets ensuring they meet business objectives
- 3.5 Work with BDT to influence employers to hold certificate presentations and be involved in joint PR exercises
- 3.6 Provide accurate and up to date statistics on your performance
- 3.7 Manage your performance effectively in line with Qube policies and procedures
- 3.8 Take a proactive approach to work with the PEM to identify your own training needs to provide high quality provision for Students
- 3.9 Ensure appropriate social media posts are in line with Qubes policy and procedures
- 3.10 Understand expectations set out in the Education Inspection Framework

KPI.4 – Quality & Compliance

All activity with Students is compliant with ESFA funding rules and meet the Awarding Organisation requirements as well as internal rules and guidelines.

4.1 Learning Support

- 4.1.1 Ensure that support for maths, English, learning difficulty/disability is evidenced
- 4.1.2 Work with PEM to ensure your own CPD is updated in areas of IAG, maths and English support

4.2 Teaching, Learning & Assessment

- 4.2.1 Ensure achievement within observations of teaching, learning & assessment are a Grade 1-2/Good
- 4.2.2 Deliver learning programmes that contain appropriate attention to the Students personal development, behaviour & welfare, improving Students' English, maths Functional Skills and ensuring the development of Students' employability skills

4.3 Student & Employer Surveys

- 4.3.1 Support with the completion of all internal and external surveys including and not exhaustive
 - FE Choices Learner views
 - FE Choices Employer Views

4.4 Assessment and teaching/training practices meet all internal and external requirements

- 4.4.1 Complete actions arising from IQA visits in line with the policy/process and timescales specified

4.5 Compliance

- 4.5.1 Ensure that all Student documentation is completed to meet internal and external requirements
- 4.5.2 Take accountability for compliance
- 4.5.3 Ensure that any requests that are in respect of ESFA or external body audits are given full priority

4.6 Safeguarding

- 4.6.1 Ensure that you are aware of the process to be followed in any Safeguarding issue and who to contact
- 4.6.2 Do not attend visits unsupervised until your DBS check has been completed
- 4.6.3 Ensure that e-VR documentation shows clear evidence that knowledge on Safeguarding, Prevent and Fundamental British Values are being embedded during visits



4.6.4 Monitor, manage and maintain the Safeguarding and wellbeing of Students including all mandatory generic elements

- Prevent
- Fundamental British Values
- Health and Safety
- Equality and Diversity
- Online safety
- Mental Health

4.7 Health & Safety

- 4.7.1 Ensure all contractual requirements for Health & Safety are met and appropriately documented
- 4.7.2 Contribute to the Health and Safety Working Group as and when required
- 4.7.3 Ensure the Health and Safety policy is adhered to at all times and report any concerns to your Health & Safety Specialist
- 4.7.4 Ensure that all aspects of Health & Safety are considered when visiting your Students and their premises

4.8 Equality & Diversity

- 4.8.1 Ensure that all aspects of Equality & Diversity are considered during Students visits
- 4.8.2 Ensure that e-VR documentation shows clear evidence that knowledge on Equality & Diversity is being embedded during visits

4.9 Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)

- 4.9.1 Be aware of the company's SAR and QIP and where required ensure any actions asked are carried out

4.10 Programme Design

- 4.10.1 Assist in the Programme Design function and the design and development of bespoke programmes ensuring that they meet employers' specific requirements and incorporate their own training as appropriate
- 4.10.2 Support Quality & E-Products to ensure the that Schemes of Work (SOWs) are complete, fit for purpose, current, are aligned to relevant toolkits, standards and meet employers and student requirements
- 4.10.3 Support with production of training materials and work with the Quality & E-Products to ensure training, communication and user guides for Tutors are available

KPI.5 – Operating Profit

Assist the department to work within the limits of net operating profit

5.1 Revenue

- 5.1.1 Maintain high levels of performance across your caseload to secure funding and maximise all revenue streams
- 5.1.2 Promote the Qube offer at all appropriate opportunities

5.2 Cost Control

- 5.2.1 Manage direct and indirect cost spend including all personal costs in line with the Expenses Policy (QP006)
- 5.2.2 Where possible reduce waste and demonstrate cost efficiency savings in line with Qube's Environmental Sustainability Policy (QP025)



- 5.2.3 Ensure all appointments are confirmed before travelling, to ensure minimal waste on fuel consumption and time and productivity
- 5.2.4 Plan journeys effectively to ensure mileage is kept to a minimum and time is maximised
- 5.2.5 Ensure all issued company equipment is adequately used, maintained and cared for in line with your signed IT agreement Form and Qube's Communication Policy
- 5.2.6 Ensure when on third party property all due care is taken to ensure additional costs are not incurred
- 5.2.7 In line with our Mileage & Expenses Policy ensure all costs are authorised through your Line Manager