JOB DESCRIPTION

**The post holder will manage their own diary, but due to the nature of the clients, work may often take place at evenings and weekends just before football matches, especially for Level 2 programmes.**

## JOB TITLE Tutor-Assessor

# KEY OBJECTIVES

* Delivery of Spectator Safety NVQs, primarily at Football Clubs
* Meet the quality assurance requirements as set by Mitre and the Awarding Body
* Enhance the reputation of Mitre as a leading national training provider
* The continuous improvement of satisfaction levels of delegates and organisations

# RESPONSIBILITIES

1. Deliver approved apprenticeship and/or accredited programmes in accordance with Mitre standards, including the provision of workshops and 1:1 tutorial support and assessment of knowledge and competence.
2. Where agreed, design and modify training programmes in accordance with Mitre standards and awarding body requirements and guidance.
3. Maintain up to date Mitre standardised schemes of work, session plans and assessment plans as relevant.
4. Provide tutorial support to delegates, and guidance and support in completing course work for assessment and assess completed work.
5. Where relevant, provide comprehensive inductions, reviews and exit reviews with delegates and clients.
6. As agreed for each programme, work closely with and support other tutors and assessors involved in the same programme to provide seamless support to learners.
7. Participate in the quality assurance process ensuring compliance with Awarding Bodies, Ofsted and funding requirements (where relevant).
8. Attend standardisation and team meetings as required.
9. Maintain up to date knowledge of awarding body requirements and qualification specifications.
10. Communicate effectively and maintain good professional relationships with colleagues.
11. Contribute to the continuous improvement of courses and training standards by supporting feedback, review and evaluation processes.
12. Support the company’s continuous professional development policy and maintain a current knowledge base of vocationally relevant topics.