

# Apprenticeship Tutor

## Role Description



## Channel Training

Channel Training is the UK outdoor sector's specialist Apprenticeship Training Provider. We believe that by providing high quality training pathways in Outdoor Learning through Apprenticeships we can support employers in maintaining a dedicated and skilled workforce.

The Apprenticeship Tutor is a central role in the company and supports learners across Apprenticeship delivery, line managed by the Lead Tutor and the Apprenticeships Programme Manager and working with Administration Staff. This role also includes contribution to other areas of the business: NGB training and assessment, personal skills and professional development courses.

## You

You relish challenge, love working with a diverse range of people and constantly strive to improve. You have a creative streak and are excited about developing new concepts and promoting our work. You are committed to our values and are passionate about how Outdoor Learning changes lives. You are a skilled and thoughtful practitioner with experience of working in a range of settings across our sector.

You have modern high-level skills in ICT, communication, literacy and numeracy. You have excellent customer service skills and a naturally engaging, positive manner. You are proficient in social media, online and face to face communication. You enjoy travel, visiting new clients and building relationships.

You show a well-developed understanding of the place of outdoor learning and the benefits of outdoor and adventurous activities for individuals and groups. You have experience of working within the outdoor sector and are well connected within it through sector bodies and wider development work.

## The Role

### Key Responsibilities

- Training and support for Apprentices across all areas of Apprenticeship delivery including Functional Skills and Additional Learner Support
- Training and support for Apprentices in practical and skill-based (NGB) aspects of their programme as appropriate and in liaison with the Lead Tutor and Technical Director
- Programming of training and support in liaison with the Lead Tutor and Programme Manager
- Managing and resourcing training and support activities
- Recording, administration and support for all learners using OneFile e-portfolio, telephone, email, Zoom online meetings and face to face visits
- Reporting to the Apprenticeship Programmes Manager and contributing to the ongoing quality assurance and audit requirements of the business
- Working closely with the Apprenticeships Administrator in all aspects of the role
- Supporting the team in the smooth running of the business and responding flexibly and creatively to opportunities and challenges
- Attending online and face to face meetings as required to facilitate the above
- Travelling and managing own time effectively to meet client needs
- Working overnight and at weekends as is reasonably required
- Operating within the company's Safety Management System

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### Client Care

- Contributing to quality improvement in Apprenticeship delivery and customer service
- Being accountable for learner progress and meeting support needs
- Being accountable for the timely completion of learners
- Building and maintaining close relationships with employers and learners
- Being a role model in all aspects of professional practice
- Promoting the company and its work through the consistent use of branded communications, clothing, resources and activities

### Skills and Occupational Requirements

- Ability to show a comprehensive and effective understanding of combined approaches to teaching, coaching, facilitating, instructing and assessing
- Hold a recognised learning / training / teaching qualification (eg L3AE&T, QTS)
- Hold a current assessor qualification (eg TAQA L3, L3AAVRA, L3CAVA)
- Can evidence current and sufficient experience of training and assessment in the workplace
- Demonstrate well developed ICT skills and show competence with e-portfolios and online communication
- Have significant experience of working within the outdoor sector
- Hold a range of current and appropriate National Governing Body Awards
- Hold current First Aid and Safeguarding qualifications
- Hold a full UK driving licence and have own vehicle insured for business use and appropriate for the role
- Have personal PC / laptop and communication devices and skills appropriate for the role

### Behaviours and Attributes

- Drive, determination and real passion for outdoor learning
- Professional, self-motivated and able to contribute towards a positive team working environment
- Alignment with the company's purpose, values and ways of working
- Well organised and efficient with the ability to manage own time effectively and independently
- Confident, strong communicator who is articulate and empathetic
- Ability to work cross-functionally and collaboratively

### Remuneration

- £28k per annum; full time, permanent position
- Mileage paid at £0.32 per mile
- Allowable expenses paid
- Company clothing provided