

Job Title:	Associate Tutor
Responsible to:	Senior Tutor
Pay:	£1200 per Certificate Group of six learners £3000 per Diploma Group of six learners
Location:	Remote
Hours:	Varied
Contract:	Based on number of groups
Role Summary:	To provide, support to learners on their journey completing a BTEC accredited qualification with Bild.

Key Responsibilities and Duties

- Support groups of learners through their selected qualification.
- Meet with each group at selected times, at least monthly in a group tutorial, to discuss their progress and support with course content and e-learning.
- Complete a written record of Group Tutorials and one-to-one tutorials and store in line with Bild protocols.
- Guide and advice learners on the qualification assignments, following the qualification assessment criteria.
- Using the associated grading forms, to grade and give written feedback to learners on their submitted assignments.
- Use the Learner Management System to track learners progress through the qualification and support learners to complete.
- Attend bi-monthly tutor meetings – these may take place outside office hours.
- Develop and maintain positive relationships with Bild stakeholders including all Bild staff, new and existing customers, associate consultants, Bild advisors, people with learning disabilities, autistic people.
- Be an ambassador for the Bild qualifications.

*Due to perceived conflicts of interest in the Bild group, PBS Tutors and other PBS Associates cannot also work for Physical Intervention Training Providers.

Equal Opportunities

Bild strives to be an equal opportunities employer. In working towards this aim no employee, or job applicant will receive less favourable treatment on the grounds of their role, gender, age, disability, race, nationality, ethnic or national origin, colour, sexual orientation, domestic circumstances, social and employment status, gender reassignment, privately held political opinion, trade union membership, religious or similar philosophical belief, or

disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Bild is committed to ensuring all employees have fair and non-discriminatory systems for recruiting or accessing training to enhance the development or promotion of staff.

Confidentiality

The confidential nature of the work means that employees working within Bild must maintain the strictest security in relation to documentation and ensure that confidentiality is maintained at all times in accordance with relevant Data Protection and associated legislation.

Health & Safety

The postholder is expected to make themselves aware of and comply with Bild's Health and Safety Policy.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within Bild's management agenda and priorities.

Person Specification

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| Experience | <ul style="list-style-type: none">• Significant sector experience at least 5 years (essential)• Significant 5 years in the relevant sector, where you have implemented PBS approaches to help improve quality in the lives of people (essential)• Tutoring/Teaching/ Coaching /Mentoring experience;• IT skills (MS Office) (essential)• Using a Learning Management System for example, Moodle Workplace (desirable) |
| Knowledge | <ul style="list-style-type: none">• Professional qualification in nursing, teaching, social work, social care and/ or post graduate qualification (essential)• Subject matter knowledge and appropriate qualification (essential)• Understanding of the impact of trauma and how this might manifest in learners who are working through potential distressing topic content (essential)• An understanding of therapeutic approaches in terms of:<ul style="list-style-type: none">▪ supporting learners undertaking the course that may at times struggle with content;▪ providing assignment feedback to learners that includes a therapeutic focus regarding the course content criteria. (essential) |

- Tutoring/teaching/coaching/mentoring with a recognised training or tutoring qualification e.g.
 - Coaching certification (e.g., ILM Coaching & Mentoring level 3 or above)
 - Adult learning certification (CTLLS/DTLLS)
 - Assessors award (D32/33/ A1) (desirable)
- Willing to work towards the specific qualification (accredited or non-accredited) that you will be tutoring learners on e.g. Bild PBS Diploma or Certificate (desirable)

- Competencies**
- Mentoring and coaching
 - Organisation and time management
 - Maintaining good relationships