

# **JOB BRIEF**

## **TUTOR**

### **1. COURSE DELIVERY**

#### **1.1 Delivery.**

Responsible for the delivery of accredited and non-accredited First Aid qualifications, offered by Alpha Safety. All qualifications must be delivered in line with the Company's Quality Assurance Policy in order to ensure that the highest possible caliber of training is consistently delivered. All training must be conducted within the quality assurance guidelines set by the company or the awarding body of the qualification.

Delivery of secondary qualifications for which you are qualified and competent to deliver.

#### **1.2 Course Preparation.**

Responsible for ensuring that all necessary equipment and documentation is in order to deliver any of the qualifications for which you are scheduled. This includes, but is not limited to; Awarding Organisation documentation, assessment papers, registration forms, feedback forms and any relevant funding documentation.

#### **1.3 Post Delivery.**

Returning of all documentation to the Customer Services Department in a timely manner in order to ensure client satisfaction relating to the timely procurement and distribution of any certificates.

#### **1.4 Complaints and Appeals.**

Any complaints or appeals lodged by any candidates on the programmes you deliver must be reported to the Training Manager at the earliest possible opportunity to be dealt with under the Company's Complaints and Appeals Policy.

### **2. COURSE MATERIALS**

2.1 You will be responsible for liaising with the Training Manager in the collating, amending and updating of all training materials and ensuring that quality control measures are adhered to. All relevant PowerPoint presentations must be uploaded to cloud storage to ensure that only the most recent presentations are available to be delivered to clientele. Any changes in best practice or legislation should be reflected in training materials at the earliest possible opportunity.

2.2 You will be responsible for the develop bespoke training and assisting in the development of both new and existing assessment/power point material.

## 4. OTHER DUTIES

### 4.1 *Departmental Collaboration.*

As and when requested you will, from time to time, be expected to facilitate business development. Duties may include, for example, attending meetings on or off-site with members of the Business Development Team; as an industry expert, or holding coaching sessions with members of the Business Development Team to improve product knowledge.

### 4.2 *Awarding Bodies.*

You will be responsible for collaborating with Departmental Managers and Quality Assurance Representatives to maintain open and honest communication between the Company and its Awarding Organisations.

### 4.3 *Organisational Contribution.*

You will be responsible for your own preparation and attendance at all scheduled Team Meetings, to be arranged by the Training Manager.

## 5. PERFORMANCE MANAGEMENT

5.1 You are required to comply with the organisations continuous, comprehensive and flexible approach to performance management as outlined in the Company's Performance Management Policy. This is to ensure that tutors are meeting CPD goals, the set demands of Job Descriptions and to provide a positive and progressive impact on business operations.

5.2 You are responsible for maintaining your own CPD in line with the learning and development policy and are responsible for attending all standardization meetings subject to the needs of the business as and when required.