Role Specification – Tutor

Tutors are on the front line planning, delivering and evaluating programmes of learning to meet the needs of all learners registered on YMCA Awards qualifications.

Responsibilities

Tutors will:

1. Plan programmes of learning

To include:

1.1. appropriately scheduling learning hours for subject areas

1.2. allowing adequate time for practical demonstrations and practical workshops

1.3. scheduling time for learner guidance and support, programme and learning reviews

2. Deliver programmes of learning to an appropriate standard

To include:

2.1. using of a variety of teaching methods to accommodate different learning needs, abilities and experience

2.2. making arrangements for specific learner guidance and support

2.3. monitoring learners progress throughout the programme, providing feedback to assist learner development

2.4. ensuring all aspects of the YMCA Awards syllabus – including specified aims, learning outcomes and assessment criteria – are covered through the programme

2.5. providing access to appropriate support materials and resources

2.6. ensuring availability of physical resources

2.7. making regular learning checks and actively involve learners in the learning process

3. Maintain accurate records

To include:

3.1. detailed lesson plans and programme outlines

3.2. registers of learner attendance

3.3. records of learner non-attendance and provisions to support learning

3.4. records of learner development, progress and support offered

3.5. records of reasonable adjustments

4. Maintain knowledge and competence in their subject area(s)

To include:

4.1. providing accurate and current information to learners for all programmes

4.2. ensuring the level of information provided is relevant to the qualification and appropriate for learner needs

4.3. completing regular Continuing Professional Development (CPD) activities

5. Evaluate the learning programme

To include:

5.1. mid and end of programme reviews

5.2. gathering feedback from stakeholders including learners, other tutors, assessors and quality assurance staff

5.3. listing action points to improve future delivery

5.4. recording evaluations and sharing information with the delivery team

Qualification requirements

Tutors usually require a discipline specific qualification at or above the level being delivered, as well as one of the following teaching qualifications (or an equivalent):

- Level 3 Award, Level 4 Certificate or Level 5 Diploma in Education and Training
- Bachelor of Education (BEd)
- Certificate in Education (Cert Ed)
- Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- City & Guilds Further and Adult Education Teaching Certificate
- Postgraduate Certificate in Education(PGCE)
- SVQ Learning and Development (units should relate to provision of learning and development)

YMCA Awards will consider approving individuals working towards a teaching qualification provided this is achieved within 12 months of approval.