

Job Description – Construction Skills Tutor

Located in	Reporting to	Hours
Crewe / Stoke / Derby	Head of Business and Professional Skills	37.5 per week in line with business need.

Job Purpose

The primary responsibility of the Construction Skills Tutor is to deliver high-quality teaching, learning and assessment to adult learners wishing to pursue future careers in the construction industry. You will play a crucial role in equipping learners with the necessary skills, knowledge, and practical experience to excel in various construction trades. Your expertise will contribute to the development of a skilled workforce, fostering employability and driving the growth and success of our construction training programmes.

Key Responsibilities

- Plan, prepare and deliver high-quality teaching and learning sessions, workshops, and tutorials in line with the curriculum requirements and the needs of individual learners, ensuring learning objectives are met.
- Assess learners' abilities and identify areas for improvement, tailoring teaching and learning methods and resources accordingly.
- Develop and deliver consistently engaging and interactive sessions, utilising a variety of teaching techniques and materials to enhance learners' understanding and engagement with the subject/topic.
- Provide individualised support to learners, addressing their specific learning needs and challenges through 121 meetings and additional learning resources.
- Rigorously monitor and track learners' progress, providing regular feedback and implementing strategies to address areas of weakness or underperformance.
- Set and mark assignments, tests, and examinations, providing constructive feedback to learners to support their learning and improvement.
- Collaborate with other team members to share best practices, contribute to curriculum development, and participate in team meetings and training sessions.
- Establish and maintain a positive and inclusive learning environment, actively promoting learner participation, motivation, and confidence in professional development.
- Maintain accurate records of learners' attendance, progress, and assessment outcomes, ensuring compliance with regulatory and internal requirements.
- Communicate regularly with learners, employers, and relevant stakeholders to provide updates on progress, address concerns, and foster effective partnerships in support of learner success.
- Stay abreast of the latest developments in sector specialism, curriculum changes, and teaching methodologies, continuously updating own knowledge and skills.

Key Performance Indicators

- High levels of learner attendance and engagement in sessions.
- High levels of learner progress from their starting point.
- High completion and achievement rates.
- Consistently good or better teaching, learning and assessment practice.
- Timely and accurate assessment decisions and feedback.
- Adherence to curriculum requirements and quality standards.
- Collaboration and teamwork with colleagues.
- Compliance with organisational policies and procedures.
- Professional development and continuous improvement.
- High levels of learner and stakeholder satisfaction.

Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices, and complete all mandatory training requirements.

General

- Be aware of and follow all Acorn Training policies.
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing.
- Take part in any required training needed to fulfil your role.
- Commitment to the Professional Standards – Values and Attributes, Professional Knowledge and Understanding and Professional Skills.
- Promote and uphold the principles, policies, and all relevant statutory requirements, including the Equality Act, the HASWA, GDPR and Safeguarding, including Prevent.
- Undertake such other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> • Minimum Level 3 teaching learning and assessment qualification, such as AET or PTLLS • Level 3 or above subject specialism • Level 3 CAVA or equivalent • GCSE (or equivalent) in English Language and Mathematics • Full Driving Licence 	<ul style="list-style-type: none"> • Level 4 IQA or equivalent • L5 teaching qualification or willingness to work towards • First Aid at Work Certificate

		<ul style="list-style-type: none"> • IOSH Health and Safety Qualification
Experience	<ul style="list-style-type: none"> • Extensive hands-on experience and a strong track record in the construction industry • Teaching or training experience, with the ability to convey complex technical information effectively 	<ul style="list-style-type: none"> • Previous experience working as a construction skills tutor or in a similar training role • Experience in curriculum development and educational material creation
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of construction techniques, industry regulations, and health and safety protocols • A strong network within the construction industry for potential industry partnerships 	
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills to engage and connect with learners • Effective organisational skills to plan, prepare, and deliver effective training sessions • Patience, adaptability, and the ability to tailor teaching, learning and assessment methods to various learning styles • IT literacy for creating and maintaining digital training resources 	

As a recognised, highly inclusive employer, we are particularly interested in receiving applications from Black and Minority, Ethnic (BAME) communities, LGBTQ+ communities, and individuals living with disabilities and from applicants where sectors are typically misrepresented by gender stereotypes.

Acorn Training aspires to be a Positive about Disabled Lead employer.

Last Reviewed: August 2023