



Title: Multi Skill Construction Tutor

Salary: Up to £21,769.54 per year (working 40 weeks per year)

Description

Red Box Training (Lynx Learning Ltd) specialise in training young people who need an alternative to full time mainstream education. We are currently recruiting for a highly organised, qualified Multi Skilled Construction Tutor to join our existing team.

The Multi Skilled Construction Tutor is responsible for co-ordinating, designing, delivering and developing a programme of study for groups of learners aged 13–16-year-olds. Group sizes normally up to 6 students. This is a great opportunity for a dynamic, professional individual skilled in multi trades (brickwork, blockwork, block paving, painting and decorating, tiling, basic joinery). You will deliver construction training and assessment of City and Guilds courses at Entry Level 3 to Level 1.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess good presentation and communication skills and be able to demonstrate achievement of targets.

Duties

- To develop best practice in learning, teaching and assessment ensuring standardisation and continuity.
- To assess learners according to City and Guilds standards.
- To develop training programmes.
- To monitor resources for learner use.
- To tutor groups of learners and support learning liaising with company directors.
- Provide accurate current feedback on progress and outcomes to directors and students.
- To monitor and report learner attendance and maintain appropriate safe standards of behaviour.
- To keep up-to-date with City and Guilds requirements and standards, relating to the delivery and assessment of construction skills.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.



- To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- To undergo continuous professional development as appropriate and directed.
- To uphold and promote Lynx Learning Ltd policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend and complete training as requested.
- To comply with Lynx Learning Ltd.'s safeguarding policy and practices and complete training as requested.
- To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and complete relevant mandatory training.
- To be conversant with and participate in City and Guilds activities and developments at regional and national level which are relevant to the post.
- To present and promote an appropriate public image in representing Lynx Learning Ltd.
- To undertake any other duties as may reasonably be required commensurate with the post.
- Keep the workshop tidy and safe.

Skills, Experience and Qualities:

- Demonstrate a range of knowledge, understanding and application of curriculum development, innovation and delivery strategies
- Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility
- IT qualification or experience using Windows 10/11 and Microsoft Office.
- Flexible and professional approach
- Ability to work as part of a team to achieve common objectives
- Strong communication and interpersonal skills
- Strong attention to detail
- Able to follow processes
- Enthusiasm in the workplace
- Work well under pressure



The ideal candidate must possess the following qualifications:

- A relevant training or teaching qualification
- Minimum of level three qualification within relevant vocational sector
- Assessor Award
- Verifier Award (or willingness to work towards)
- English to at least level 2
- Maths to at least level 2

In return, Lynx Learning Ltd will give you:

- 26 days holiday + Bank Holidays along with 2 extra days annual leave after 2 years' service. Holidays taken in school holidays.
- NEST contributory pension scheme
- A challenging and rewarding role in a successful business
- The opportunity to grow with the business
- Workwear and personal protective equipment
- Company sick pay after 3 month probationary period
- Free on-site parking

Other details:

- You will report to Lynx Learning Ltd directors.
- You will be centre based at Bolton
- Role is term time plus 2 weeks (40 weeks per annum)
- Hours 8am to 14:45pm
- 3 month probationary period

Equality and Diversity

- It is the responsibility of the post holder to promote equality and diversity throughout Lynx Learning Ltd.
- The post holder will undertake their duties in full accordance with the Lynx Learning Ltd.'s policies and procedures relating to equal opportunity and diversity.



Health and Safety

- To promote health, safety and welfare throughout Lynx Learning Ltd.
- To undertake their duties and responsibilities in full accordance with Lynx Learning Ltd.'s Health and Safety Policy and Procedures.

Safeguarding Children

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children within the organisation.
- The post holder will undertake their duties in full accordance with Lynx Learning Ltd.'s policies and procedures relating to safeguarding and promoting the welfare of children, e.g. dealing with learner issues, safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- This position is classed as a Regulated Activity, and is subject to a Child barring check.

Review

- The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, Lynx Learning Ltd will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.