



<b>Job Description &amp; Person Specification</b>	
<b>Post title:</b> Workplace Tutor	<b>Post No:</b> 551389
<b>School or Department:</b> Architecture, Design & the Built Environment	<b>Date created:</b> February 2025
<b>Grade:</b> G	<b>Hours per week:</b> 37
<b>Fixed term end date</b> (if applicable):	
<b>Other requirements of the role:</b>	
<b>Immediate line manager:</b> Head of Construction Management	
<b>Title &amp; Grade of posts line managed by postholder:</b> None	

**Job purpose:** The primary role of the workplace tutor is to act as the main point of contact for learners undertaking a higher education apprenticeship or work placement opportunity. You will lead on and manage a schedule of face to face contacts, when possible, visiting learners in their workplace setting or via Microsoft Teams to undertake progress reviews. We welcome part time applicants however if the right candidate was available, we may consider one full time position.

You will act as the main link between on-campus academic staff and employers, producing and contributing to reports relating to learner progress, assessing the quality of the workplace learning experience and maintaining records for compliance purposes. You will support the learners academic development and assess this towards the end of their period of study. You will also play an integral role in the management of the employer/university relationship by developing and managing positive relationships with employers.

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

**A) Principal Duties**

1. Lead and manage a schedule of workplace contacts through ongoing and regular liaison with employers and apprentices;
2. Undertake regular reviews in the workplace (either face to face or virtually) with both the employer and apprentice to review progress;
3. Act as the key contact for apprentices, students and employers, facilitating regular communication with learners and employers to build supportive workplace learning environments;
4. Support the student academic skills development and signpost them to study skills support
5. Understand their course of study, modules and relevant EFSA knowledge, skills and behaviours
6. Undertake the final assessment of their personal development assessments
7. Use specialist mentoring and coaching skills when working with learners to enhance their workplace experience through the setting of meaningful goals and targets;
8. Identify, report and contribute to the resolution of any health, safety and welfare concerns within the workplace;
9. Interpret multiple data sources to support and review learner progress;
10. Be responsible for monitoring apprentice's preparedness for EPA;

11. Produce written reports on the quality of the workplace learning experience in order to contribute to the University's annual quality monitoring and enhancement cycle;
12. Manage and maintain accurate records relating to a learner's workplace experience for internal and external compliance and audit requirements (e.g. ESFA);
13. Maintain a sound working knowledge of the ESFA apprenticeship funding rules in order to be able to support and advise apprentices and employers.
14. Contribute to the management of the employer/university relationship to consolidate existing relationships and seek out new business opportunities.

**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

<b>Personal Attributes</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of UK Higher/Further Education.</li> <li>• An understanding of the Degree.</li> <li>• Apprenticeships landscape - funding and policy.</li> <li>• Understanding of the principles of work-based learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of theories and practice in coaching and mentoring.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Ability to work independently.</li> <li>• Highly organised and able to meet multiple competing deadlines and priorities.</li> <li>• Digital literacy skills (i.e. MS Word, Teams, Sharepoint, Excel, web conferencing etc).</li> <li>• Analytical skills – ability to interpret and analyse multiple aspects of data relating to student progress and communicate findings to senior staff.</li> <li>• Ability to deal with issues sensitively.</li> <li>• Ability to interpret and communicate academic expectations to learners within a work-based context.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to coach and mentor people from a wide range of backgrounds.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of partnership working with a range of stakeholders.</li> <li>• Experience of working in Higher Level .</li> <li>• Apprenticeships and/or UK Higher Education sector.</li> <li>• Previous or current organisational experience at a managerial level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as an academic mentor.</li> <li>• Experience of Coaching and Mentoring.</li> <li>• Experience of providing academic or pastoral support.</li> <li>• Experience of assessing at Higher Education Level.</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree</li> </ul>	<ul style="list-style-type: none"> <li>• Associate Fellow of the HEA or willingness to work towards.</li> <li>• Membership of a Relevant Professional body i.e. CMI, CIM, IoD. Relevant coaching, mentoring or learning and development qualification.</li> <li>• Masters Degree in a related subject.</li> </ul>
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<b>Competencies</b>	
<b>Essential Competencies</b>	<b>Desirable Competencies</b>
<p><b>Organisation and Delivery (Level 2)</b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p><b>Communicating and Influencing (Level 3)</b> Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p><b>Customer Focus (Level 3)</b> Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to service and to underpinning policy/strategy.</p>	<p><b>Competency name (Level X)</b> Seeks out, reviews and implements new ways of working to improve delivery of service.</p> <p><b>Competency name (Level X)</b> Leads aspects of teamwork, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

**Job Description and Person Specification created by Nottingham Trent University**

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