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| ***Post:*** | **Tutor/Assessor – Business and Accounting** |
| ***Accountable to:*** | **Learning Area Manager – Accounting** |
| ***Department:*** | **Business & Technology** |

**Job Purpose**

The post involves assessing and reviewing progress of Accountancy learners upon their apprenticeship programme. The person will have a professional approach and be able to effectively organise and communicate with key employers, learners and Accountancy lecturing team having current knowledge of the industry and be able to undertake duties to a high standard.

***Key Responsibilities:***

1. Assess learners within the Business and Accounting sector
2. Work within the team to assess and internally verify learners' portfolios to ensure they meet the requirements of the external verifier and awarding bodies.
3. Liaise with customers in industry to maintain and build relationships and to secure contracts with existing and new organisations.
4. Correspond with employers to provide information on courses and training and assist Internal Verifiers to ensure that all requirements of the External Verifier and awarding bodies are met.
5. Provide a high level of customer service for all business customers and  
   learners.
6. Work within the requirements of the Common Inspection Framework to  
   provide a high quality teaching and learning experience for all learners.
7. Provide a learning environment that is flexible and productive using a variety of teaching methods including the utilisation of ICT.
8. Support learners with basic skills and be able to embed basic skills  
   into the vocational area.
9. To establish and maintain monitoring and review arrangements for students undertaking training, clearly communicating such arrangements with the curriculum leader.
10. To maintain accurate records of student activity and report detailed information to the Line Manager and/or curriculum leader as required.
11. To work within the team to develop existing and new programs.

**PERSONAL DEVELOPMENT**

In partnership with the College, take responsibility for personal development, including:

1. Participating in an annual staff review and identifying support and development needs.

2. Attending relevant staff development activities.

3. Updating of professional skills and business experience.

4. Updating professional, teaching and training qualifications where appropriate.

5. Joining professional bodies where appropriate.

6. Keeping informed of current educational and professional initiatives.

**HEALTH & SAFETY**

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the College to meet its own legal duties and to report any hazardous situations or defective equipment.

**GENERAL**

This description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time you may be required to undertake any other duties commensurate with your level of responsibility.

This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate in any discussions relating to Job Description change.



**Person Specification – Business and Accounting Tutor/Assessor**

The Person Specification identifies essential criteria needed for the job. The criteria are job-related, justifiable and non-discriminatory.

In your application you are asked to address only those criteria labelled A. These will be used to shortlist applicants.

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| ***Criteria*** | **Essential** | **Desirable** | **Method** |
| ***Qualifications:*** | * Hold or willingness to study towards an AAT qualification * Level 2 (Grade A-C) or equivalent Maths and English qualification | * Teaching and learning qualification e.g. PGCE/PTTLs * A1 Assessor Award and/or V1 Internal Verifiers award or award | **A**  **A**  **A** |
| ***Knowledge & Experience:*** | * Proven track record of working in an office environment * Commercial knowledge, experience and understanding of industry, including training needs. * Understanding the importance of building and maintaining relationships with employers and staff. | * Knowledge of essential skills qualifications * Proven track record of delivering QCF/NVQs | **A**  **A/I** |
| ***Skills & Abilities:*** | * Excellent verbal and written communication skills. * Excellent interpersonal skills. * Strong administrative skills. * Excellent problem solving skills. * Attention to detail. * Excellent IT and/or ILT skills |  | **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| ***Personal Attributes:*** | * Creative, innovative and enthusiastic. * Ability to work under pressure and to meet deadlines. * Quality focus. * Professional, ethical and confident in approach and image. * Able to work independently and as part of a team. |  | **I I**  **I I** |
| ***Special Requirements:*** | * Flexibility * Must be willing to undertake further training * Prepared to visit employers over a wide geographical area | * Welsh Language Skills – Level 1 (See detailed Language Level Descriptors attached) | **A** |

**A – Application Form I – Interview WRE – Work Related Exercise**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

**DISGRIFYDD LEFEL IAITH GYMRAEG**

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| **Welsh Essential** | **LEVELS** | **Listening** | **Speaking** | **Writing** | **Reading** |
| **Level 4**  **Proficient** | Able to understand all conversations involving work | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary | Skilled – able to complete complex written work without the need for revision | Able to understand all material involving work |
| **Level 3**  **High** | Able to follow the majority of conversations involving work including group discussions | Able to speak the language in the majority of situations using some English words | Able to prepare the majority of written material related to the area, with some assistance in terms of revision | Able to read the majority of material in own area |
| **Level 2**  **Intermediate** | Able to follow routine conversations involving work between fluent Welsh speakers | Able to converse with someone else, with hesitancy, regarding routine work issues | Able to draft routine text, with editing assistance | Able to read routine material with a dictionary |
| **Level 1**  **Foundation** | Able to understand a basic social conversation in Welsh | Able to answer simple enquiries involving work | Able to answer simple correspondence with assistance | Able to read basic material involving work (slowly) and understand text that consist mainly of high frequency everyday work related language |
| **Welsh Desirable** | **Entry** | Able to understand basic enquiries in Welsh (“Ble mae…? Ga’ i siarad â…?”) | Able to conduct a general conversation (greetings, names, sayings, place names) | Able to write basic messages (“Diolch am dy help.”) | Able to understand and read very short, simple texts |
| **None** | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all |

**DISGRIFYDD LEFEL IAITH GYMRAEG**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

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| **Cymraeg Hanfodol** | **LEFEL** | **Gwrando** | **Siarad** | **Ysgrifennu** | **Darllen** |
| **Lefel 4**  **Rhugl** | Gallu deall pob sgwrs yn ymwneud a’r gwaith | Rhugl – gallu cynnal sgwrs a gofyn cwestiynau, am gyfnod estynedig pan fod angen | Medrus – gallu cwblhau gwaith ysgrifenedig cymhleth heb angen adolygu | Gallu deall deunyddiau yn ymwneud a’r gwaith |
| **Lefel 3**  **Uchel** | Gallu dilyn y mwyafrif o sgyrsiau yn ymwneud a’r gwaith yn cynnwys trafodaethau grwp | Gallu siarad yr iaith yn y mwyafrif o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg | Gallu paratoi'r mwyafrif o waith ysgrifenedig yn ymwneud a’r maes, gyda pheth cymorth o ran adolygu | Gallu darllen y mwyafrif o ddeunyddiau yn fy maes |
| **Lefel 2**  **Canolradd** | Gallu dilyn sgyrsiau arferol yn ymwneud a gwaith, rhwng siaradwyr Cymraeg rhugl | Gallu sgwrsio gyda rhywun arall am faterion gwaith arferol, ond yn petruso | Gallu drafftio testun arferol, gyda chymorth golygu | Gallu darllen deunyddiau arferol gyda geiriadur |
| **Lefel 1**  **Sylfaen** | Gallu deall sgwrs gymdeithasol sylfaenol yn Gymraeg | Gallu ateb cwestiynau sylfaenol yn ymwneud a’r gwaith | Gallu ateb gohebiaeth gyda chymorth | Gallu darllen deunyddiau syml yn ymwneud a gwaith (yn araf) a gallu deall testun sy’n cynnwys iaith gwaith pob dydd yn bennaf |
| **Cymraeg Dymunol** | **Mynediad** | Gallu deall ymholiadau sylfaenol yn Gymraeg (“Ble mae…? Ga’ i siarad â…?”) | Gallu cynnal sgwrs gyffredinol (cyfarchion, enwau, dywediadau, enwau llefydd) | Gallu ysgriffennu negeseuon sylfaenol (“Diolch am dy help.”) | Gallu deall a darllen testunau byr, syml iawn |
| **Dim** | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl |