



NATIONAL HORSERACING COLLEGE

JOB DESCRIPTION

Ref: HR1-6
Revision Date: May 2022
Revision: 5

POST TITLE: Roving Tutor
DEPARTMENT: Training
LINE MANAGER: Work-Based Learning Manager
DATE COMPILED: November 2010

GENERAL

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject, and:-

- With full regard for National Horseracing College's equality and diversity, health and safety and safeguarding children and young people, prevent duty and British values requirements;
- To achieve individual and team targets assigned through the College's annual planning and staff appraisal processes;
- Subject to National Horseracing College's approved strategies, policies and procedures.
- Any breach of confidentiality in relation to the sensitive information, Code of Conduct, ICT usage Policy, College staff or learners, is considered a dismissible offence.

This job description sets out the duties of the post at the time of preparation but these may vary. Any changes to the duties and responsibilities are implemented after consultation with the post holder. This job description will be subject to annual review as part of the staff appraisal process.

ROLE & RESPONSIBILITIES

Roving Tutors are accountable for the design, delivery and occasionally assessment of learning programmes within the appropriate curriculum area(s).

MAIN DUTIES

1. Curriculum delivery
 - 1.1 To be responsible for the delivery of Apprentice and Advanced Apprenticeship inductions at the National Horseracing College and in the workplace.
 - 1.2 To research and prepare learning materials.
 - 1.3 To assess student progress in accordance with awarding body specifications.
 - 1.4 To ensure the effective and efficient use of resources.
 - 1.5 To maintain records on learner progress and attainment ie for the particular units/learning outcomes.
2. Learner support
 - 2.1 To provide pre-entry advice and guidance to potential learners prior to enrolment.
 - 2.2 To co-ordinate and deliver an appropriate induction to learners.
 - 2.3 To provide personal tutorial support, pastoral care and guidance including the completion/maintenance of any associated administrative documentation.
 - 2.4 To ensure the satisfactory progress of learners.
 - 2.5 To support and encourage learners and provide any additional support as required.
 - 2.6 To conduct regular learner review exercises and report findings accordingly.
3. Programme management
 - 3.1 To organise and administer programmes including the preparation and maintenance of programme management file/s.
 - 3.2 To attend regular team meetings to ensure the integration of team activities.
 - 3.3 To ensure student views are considered in programme development.
 - 3.4 To undertake regular programme self assessment and review exercises.
 - 3.5 To provide the MIS & Compliance Manager with relevant data on student progress and feedback.

- 3.6 To assist with the publicity and promotion of programmes.
- 3.7 To liaise with external agencies ie work experience placements.
- 3.8 To contribute to the continuous development of the curriculum area ie improving quality standards, adapting provision to meet changing needs etc.
- 3.9 To contribute to the whole organisation approach to Skills for Life.
- 3.10 To provide guidance, support and training to mentors in the workplace.

4. Professional

- 4.1 To contribute to continuous improvement and the sharing of good practice across the college.
- 4.2 To participate in formal and informal professional development activities in order to enhance contribution.
- 4.3 To contribute to the maintenance of a positive and motivating learning environment.

OTHER DUTIES

To work as a member of the Work Based Learning team, undertaking any additional duties commensurate with the grade of the post that may be required in addition to those already stipulated.

RISK ASSESSMENT

A risk assessment has identified that the following hazards are associated with the undertaking of the duties and responsibilities of this post.

<input checked="" type="checkbox"/> regular visual display unit (VDU) use	<input type="checkbox"/> normal vision/normal colour vision* is essential
<input checked="" type="checkbox"/> driving vehicles	<input checked="" type="checkbox"/> working in a noisy/dusty* atmosphere
<input type="checkbox"/> preparing, handling or cooking food	<input checked="" type="checkbox"/> use of/working near* machinery
<input type="checkbox"/> working in a food preparation area	<input type="checkbox"/> use of hazardous substances
<input checked="" type="checkbox"/> lone working	<input type="checkbox"/> working at heights
<input type="checkbox"/> other – <i>please specify</i>	

* delete as appropriate

POST HOLDER'S AGREEMENT

I understand and agree to the duties and responsibilities of this post.

Post Title:	
Name (please print)	
Signed:	Date:

Send a signed copy to Human Resources for your personal file.