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Tutor Assessor in Motor Vehicle
Job Description

Faculty / Department: Campus:	Apprenticeship Hub – Based at Burslem Campus but working across sites

Responsible to:	Head of Apprenticeships

Responsible for:	(no direct reports)

Grade:	Salary range: £31,424 - £44,712 per annum, pro-rata (Grade 3 - 4)	**Hours:**	Part time, 22.2 hours per week, Permanent (0.6 FTE)

Role Summary:

You will be required to deliver, through effective teaching sessions, the knowledge elements of each standard, complete accurate and timely progress reviews and development of employer relationships across the apprenticeship provision. The post will involve supporting a caseload of 40 apprentices and you will be responsible for ensuring timely and accurate reviews and timely progress for all including a good understanding of the relevant EPA and off the job requirements. You will be responsible for coaching apprentices/learners to achieve the skills, behaviours, and knowledge to successfully pass their Apprenticeship to a distinction level wherever possible. You will have a good understanding of the funding rules in relation to the delivery of apprenticeships.

Main Duties and Responsibilities:

Work Processes and results

- Take responsibility for your caseload of apprentices in relation to teaching knowledge, reviewing, monitoring progress, coaching in readiness for End Point Assessment and development of employer relationships to meet the needs of employers and the standards set by awarding bodies or end point assessment organisations.
- Review and monitor learner progress against the contract, framework or standard, ensuring completion and achievement of all elements including monitoring of Functional Skills outcomes with delivery tutors to ensure either framework is achieved, or end point assessment is taken and passed.
- Use the College's electronic portfolio system and student records systems to record learner interventions, reviews, upload work and progress within 24 hours of completion.

- Embed Functional Skills into delivery to ensure all apprentices are challenged appropriately and develop English and Maths skills.
- Complete relevant documentation concerning monitoring visits, in accordance with Stoke on Trent College and funding body requirements.
- Liaise with employers to identify opportunities for further apprentices, commercial opportunities and/or work experience.
- Contribute to quality assurance processes across the apprenticeship team.
- Provide appropriate information, careers advice and guidance on apprenticeship programmes to apprentices, employers, agencies, and prospective apprentices.
- Contribute to regional and cross-regional promotional events and college open events as required.
- To conduct Health and Safety vetting of placement settings in line with Stoke on Trent College policy and ensure employers and apprentices are provided with necessary information on: health and safety, equal opportunities, apprenticeship programme content, programme delivery and assessment arrangements.
- Work with employers to identify learning needs and work with the business development team to manage client relationships effectively, maintaining the Stoke on Trent College CRM system.
- Appropriately embed British Fundamental Values and the Prevent duty within programme delivery.
- Track and record learner activity to meet Stoke on Trent College, funding and awarding body requirements.
- Participate as a full member of the programme team and contribute to the development, promotion, review, and delivery of programmes including standardisation meetings and self-assessment.
- Cross market Stoke on Trent College provision to employers/employees in relation to workplace learning and full cost recovery.
- Actively promote the sharing of best practice and self-evaluation and reflection for all departmental staff with motivational leadership and coaching.
- To represent and promote the College's values internally and externally, acting as an ambassador for business development on behalf of the College.
- Ensure that the College's internal customers receive an excellent customer service experience.
- To deliver your day-to-day duties consistently with the service level agreement.
- Promote the College's learner experience and that it is implemented successfully.
- To participate in the College Annual Staff Performance and Development Review.
- To contribute to the Apprenticeship Self-Assessment Report to reflect on performance over time

Team Work

- To work flexibly as a member of a team of support staff, including attendance at team meetings and other College meetings, as well as supporting open events.

Communication / Documentation

- Maintain accurate learning support records and support learners to set, monitor and achieve their individual targets and where a learner has an Education, Health and Care Plan, monitor progression towards outcomes and milestones detailed in the plan.
- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Maintain an up-to-date knowledge of apprenticeship standard and processes that underpin all stages of an apprenticeship journey
- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values.
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors, and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

*This Job Description and Person Specification is accurate as at **November 2026**. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*

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Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

PERSON SPECIFICATION

Tutor Assessor in Motor Vehicle

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Relevant Level 3 or above qualification in occupational area or equivalent. • Level 2 or equivalent in Maths and English (A* - C) or to be achieved with the support of the College. • Assessor qualifications. • PTLLS, CTTLS, DTTLS teaching qualification (or to be achieved within 6 months). • Health and Safety qualification (e.g Managing Safely / IOSH).	A, I A, I A, I A, I A, I	• Verifier qualifications (or to be achieved within 6 months).	A, I
Experience	• Experience in coaching others. • Experience of internal verification.	A, I A, I		

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	• Experience of working in a fast environment, autonomously and the ability to work towards deadlines and meet targets. • Knowledge of local business needs within a geographical area in relevant occupational sector • A fast learner, with an open manner and good interpersonal skills who can adapt quickly to the College's operating environment and establish trust and respect at all levels internally and externally. • Innovative problem solver with a challenging, commercial outlook, balancing competing resource needs and demonstrating an ability to deliver to challenging deadlines. • Strong knowledge of Apprenticeship Funding rules Apprenticeship Levy. • Experience of Audit and inspections and	A, I A, I I I A, I A, I		

	knowledge of working to the Education Inspection Framework. • Knowledge and understanding of GDPR.	A, I		
Skills/ Aptitudes/ Competences/	• Excellent verbal and written communication skills. • Strong IT skills. • Excellent organisation and prioritising skills • Ability to inspire and motivate others, particularly apprentices. • Ability to work on own initiative or as part of the wider apprenticeship team. • Full drivers' licence and ability to travel to locations to support learning and assessment. • Demonstrate commitment to and an understanding of safeguarding, diversity and equality. • Ability to work flexibly, including evenings and weekend work as and when required. • Proactive, determined, positive and robust enough to	I I I A, I I, P I I I I		

	cope with the demands of this important and high-profile role. • An innovator and motivator and a personal style that demonstrates commitment and inspires trust and confidence with both apprentices and employers.	I		
Other	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.	A, I		

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TERMS & CONDITIONS FOR ACADEMIC STAFF

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

All eligible Academic Staff will be automatically enrolled into the Teachers' Pension Scheme (TPS) which provides comprehensive retirement benefits. It may be possible to transfer benefits from a previous company or private pension plan into the scheme.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, many of which provide benefits over and above statutory benefits.

Sick Pay

The College has a scheme of enhanced sickness benefits.

Training and Development

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors In People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-In process.

Holidays

Full time Academic Staff are entitled to 39 days' annual leave per year as well as 5 days' additional leave to be taken on days directed by the Corporation (e.g. during the shutdown between Christmas and New Year). All staff are entitled to the 8 public bank holidays each year. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking
Free and ample parking space is available on both sites, subject to availability at peak times.

Trade Union Representation
The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

Salary Payments
Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or the previous working day if the 27th falls on a weekend or bank holiday day.

Salary Progression
Salary progression will be in accordance with the criteria approved by the Corporation.

Notice Periods
The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term employees will serve notice as per their contract of employment. The notice period applicable during a probationary period is 1 month.

Location of Work
Your principal place of work will be at the site given in the contract of employment and job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

Equality of Opportunity
Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be justified in relation to employment, education and training.