Tutor Assessor in Construction Multi-Skill
Job Description

Faculty / Department:	Apprenticeships
Responsible to:	Head of Apprenticeships
Responsible for:	(no direct reports)

Grade:	Grade 3 - 4 (SCP 16 - 29) £31,424 - £44,712	**Hours:**	37 Hours per week, Permanent 1 FTE

Role Summary:

To deliver high-quality teaching and skills coaching in a multi-skilled construction role, with a primary focus on roofing and a flexible remit covering all elements of construction. The role enables apprentices to develop the knowledge, skills and behaviours required to successfully achieve their apprenticeship, with distinction wherever possible.

Responsibilities include managing a caseload of apprentices across construction disciplines, ensuring timely progress reviews and compliance with apprenticeship funding, EPA and off-the-job training requirements, and building strong employer relationships to deliver an outstanding apprenticeship experience.

Main Duties and Responsibilities:

Work Processes and results

- To work with the Head of Learning, Skills Coaches, Lecturers and other colleagues, to develop best practice in learning, teaching and assessment, ensuring standardisation, consistency and continuity.
- To assess learners throughout their apprenticeship, and provide a good quality, positive learning experience.
- To design, develop, monitor and share resources for learner use.
- To update Smart Assessor with evidence of learning, feedback and progress.
- To participate in open events, enrolment and networking events.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the College's CPD programme.
- To contribute to the internal and external quality assurance procedures in line with Awarding Body and College requirements.
- 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 attendance and administration associated with the role and responsibilities.

- To attend and contribute to relevant meetings within the Department and the wider College.
- To maintain appropriate standards of learner behaviour and attendance in accordance with College policies.
- To effectively implement and embed the College's Mathematics and English Code

Team Work

- To work closely with the other Departments, as well as with partner agencies.

Communication / Documentation

- Complete Tri-partite progress reviews with each apprentice a minimum of every 12 weeks
- Communicate effectively across a wide range of audiences, considering and adapting style and approach.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Engage proactively in the performance review process, contributing to the setting of role specific objectives, supporting development planning and participating in regular reviews discussing faster continuous improvement and alignment with college priorities.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Demonstrate a commitment to embed the FREDIE principles of Fairness, Respect, Equity, Diversity, Inclusion, and Engagement, contributing to building a truly inclusive culture where everyone feels valued, respected, and able to participate.
- 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 - Inclusive, Collaborative, , Ambitious, Resilient, Empowerment (ICARE).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate actively in making the College a welcoming and inclusive environment in which to learn and work, contributing to a college culture consistent with our values.

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.
- Maintain vigilance regarding safeguarding concerns and report them in full compliance with the College's safeguarding procedures.
- Deliver teaching, learning, and assessment in a way that safeguards and promotes student wellbeing.
- Model appropriate professional boundaries and positive behaviour.

- Participate in mandatory Safeguarding, Prevent, and Health and Safety training and maintain up-to-date compliance through refresher sessions.
- Read and understand Part 1 of KCSIE (or Annex A where applicable) and refresh understanding annually when the guidance is updated each September.
- Act as a role model in creating a safe, respectful, and inclusive learning environment.

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 **October 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.*

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

PERSON SPECIFICATION
Roofer Tutor Assessor

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Minimum of 2 GCSE's (A* - C, 9 – 4) or equivalent, including Maths and English. • Minimum of a Level 2 in Roofing	A, Cert A, Cert	• Minimum of 4 GCSE's (A* - C, 9 – 4) or equivalent. • Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET. • Degree or equivalent qualification in a relevant discipline. • Assessor/verifier qualifications.	A, Cert A, Cert A, Cert A, Cert
Experience	• Experience of taking responsibility, and ownership e.g. meeting deadlines, sharing practice, following organisational policies and procedures.	A, I	• Recent and relevant experience of delivering learning to 16–18 year olds in an educational setting. • Teaching experience in a relevant curriculum area, including effective course coordination. • Evidence of innovative and creative curriculum and programme development linked to industry and sector requirements (where appropriate) or other	A, I, R A, I, P, R A, I, P, R

			relevant requirements to meet learners' needs • Evidence of delivering high quality support that enables students to thrive	A, I, P, R
Special Knowledge/ Skills/ Abilities	• Excellent communication and interpersonal skills. • An understanding of safeguarding and its importance within the College • Ability to effectively plan and prioritise workload. • Effective time management skills. • Excellent administrative and organisational skills.	A, I, P A, I A, I A, I A, I	• Understanding and competency of systems such as Pro solution and Pro Monitor.	A, I
Disposition/ Attitude	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties and through being able to work flexibly as part of a team. • Demonstrable positive approach to Equality, Diversity & Inclusion • Resilience and adaptable in response to challenges and change.	A, I A, I, R A, I		
Suitability to work with Children, Young People and Vulnerable Adults	• A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults. • Proven experience to form and maintain appropriate professional boundaries with children, young people and vulnerable adults • Awareness of	I, DBS I, R, DBS I, R, DBS	• Training in Safeguarding, child protection or Prevent beyond mandatory induction • Experience of contributing to Safeguarding initiatives or pastoral support within an education setting	A, I, R A, I

	Safeguarding policies and procedures in an educational setting.			

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.