

WORK-BASED TUTOR JOB SPECIFICATION



MYERSCOUGH AND PROUD

At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with the University of Lancashire and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK.

JOB TITLE	AREA OF WORK
Work-Based Tutor in Sportsturf/Greenkeeping (Lincolnshire/Nottingham)	Apprenticeships, Skills & Employer Engagement
SALARY	BENEFITS
Up to £35,821 per annum in accordance with qualifications and experience.	Teachers' Pension 34 days annual leave, to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays Potentially eligible for a company car dependent on business mileage. Appropriate IT Technology provided This is a Field-Based Role
LINE MANAGER(S)	LINE MANAGER FOR
Curriculum Area Manager (Sportsturf)	N/A

(A) GENERIC KEY TASKS AND RESPONSIBILITIES Refer to Management Guidelines regarding the determination of the duties of lecturing staff

Predominantly, the role of a Work-Based Tutor is to provide inspirational teaching, learning. Tutors will additionally support excellence in formative assessment to ensure learners reach the highest standards of their qualification including outcomes of End Point Assessments (EPA).

- 1 To support learners on apprenticeship programmes to successfully develop and evidence skills and competence in their roles and successfully pass EPA.
- 2 Aspire to deliver excellent teaching, learning and assessment.
- 3 Conduct initial and diagnostic assessment activities, RPL and recruit with integrity.
- 4 Carry out Health & Safety reviews of work placements.
- 5 Take an active role in monitoring own performance and targets to meet both personal and college key performance indicators.
- 6 Ensure all teaching, learning and assessment adheres to quality assurance processes.

- 7 Provide information, advice and guidance to both current and prospective learners and employers.
- 8 Attend standardisation meetings as identified by Line Manager
- Undertake continuing professional development (CPD), as appropriate in order to meet the College and learning area objectives including logging industry practice.
- Exceed College standards
- 11 Share good practice with peers and other college departments as appropriate.
- 12 Complete and maintain all regulatory and financial paperwork.
- 13 Promote industry and employability skills by promoting competition work i.e. World Skills, flower shows, competition garden work etc.

(A) DUTIES

1 Manage learners to succeed

- Complete and maintain all relevant documentation relating to programme delivery in line with College, awarding body and funding requirements.
- Participate in and support an inspirational learner induction.
- Manage learners through the initial six-week period and confirm suitability or redirect to appropriate qualifications.
- Undertake individual reviews, embracing and completing all aspects of the E-Portfolio (Learning Hub) system including the individual learning plan (ILP) providing SMART targets for learners, which promote learner advancement and success.
- Monitor any risk status of learners, apply and record interventions as appropriate.
- Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm the actions have resulted in a positive outcome
- Continually review the learners' progress in liaison with employers.
- Monitor caseload performance and action concerns through appropriate channels including regular attendance at A&S performance boards.
- Carry out regular learner reviews every 6-8 weeks (more frequent within the induction phase) in liaison with the employer and the setting of Smart targets.

2 Aspire to deliver excellent teaching, learning and assessment

- Deliver inspirational teaching, learning and assessment to promote high levels of learner satisfaction and success.
- Share best practice in teaching, learning and assessment and provide support to colleagues through team meetings, peer observation etc.
- Produce detailed and highly effective delivery plans including the use of TLD plans within the E-portfolio system to demonstrate the learner journey.
- Participate in the observation of teaching and learning and embrace areas for improvement positively.
- Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs.
- Produce effective assessment strategies to reduce front or end loading for learners, contribute to scheme needs and provide for timely success.
- Contribute towards the production of high quality VLE resources.
- Provide timely and effective feedback to learners that contribute to learner development and success.
- Track and record learner progress effectively and in a timely manner via E-Portfolio to support high levels of learner success and positive value added.
- To oversee cohort ePortfolio submissions, assessing quality and quantity of evidence, and providing formative feedback and/or undertaking marking at set intervals in the apprenticeship programme structure.

3 In line with the Professional Standards for Teaching and Training for England 2022 - actively promote the professional values and attributes

- Critically reflect on and evaluate your practices, values, and beliefs to improve learner outcomes.
- Promote and embed education for sustainable development (ESD) across learning and working practices.
- Inspire, motivate, and raise aspirations of learners by communicating high expectations and a passion for learning.
- Support and develop learners' confidence, autonomy and thinking skills, taking account of their needs and starting points.
- Value and champion diversity, equality of opportunity, inclusion and social equity.
- Develop collaborative and respectful relationships with learners, colleagues and external stakeholders.
- Engage with and promote a culture of continuous learning and quality improvement.

4 In line with the Professional Standards for Teaching and Training for England 2022 - actively promote and embed professional knowledge and understanding into your practice

- Develop and update knowledge of your subject specialism, taking account of new practices, research and/ or industry requirements.
- Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence-informed practice.
- Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement.
- Develop and apply your knowledge of special educational needs and disabilities to create inclusive learning experiences.
- Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts.

5 In line with the Professional Standards for Teaching and Training for England 2022 - actively promote the development of professional skills

- Promote and support positive learner behaviour, attitudes and wellbeing.
- Apply motivational, coaching and skill development strategies to help learners progress and achieve.
- Plan and deliver learning programmes that are safe, inclusive, stretching and relevant to learners' needs
- Select and use digital technologies safely and effectively to promote learning.
- Develop learners' mathematics, English, digital and wider employability skills.
- Provide access to up-to-date information, advice and guidance so that learners can take ownership of their learning and make informed progression choices.
- Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support learning and achievement.
- Develop enrichment and progression opportunities for learners through collaboration with employers, higher education and/or community groups.

6 Quality Assurance (QA)

- Comply with internal and external quality assurance requirements
- Undertake scheme management as directed by Line Manager and exceed expected standards identified internally or externally
- Participate bi-monthly Apprenticeship & Skills meetings and external stakeholder meetings as required by the designated role.
- Undertake / comply with internal verification (IV) and standardisation activities complying with College assessment and IV policies and procedures and external QA requirements, as required
- Manage the tracking of learner performance against targets and present in accordance with your role at Apprenticeship & Skills performance Boards.

- Contribute towards the completion of the scheme self-assessment report and action plans, as required
- Co-ordinate and as applicable invigilate examinations for required aspects of the learners' programme following awarding body regulations

7 Provide Information, Advice and Guidance

- Provide accurate and current qualification specific information to future and current learners.
- Be aware of the range of support available and how to signpost to internal and external support.
- Liaise with employer services any feedback relating to qualification fact sheets and to ensure the provision of accurate, current and to employers and prospective learners.
- Recruit with integrity by providing impartial advice and guidance and ensuring there is an effective induction provided for the learners to ensure the best possible start to the learning programme.
- Attend and fully participate in College Open Mornings, the Country Fair, and other promotional / recruitment events, as required
- Support learners in decision making with regard to their future progression and ensure the completers survey is effectively completed to capture destination and progression information.

8 Attend meetings as identified by Line Manager

- Attend and contribute to Bi-monthly Apprenticeship & Skills Meetings.
- Attend and contribute to scheme standardisation meetings.
- Attend and positively contribute to staff performance management meetings
- Attend other internal and external meetings, as directed by Line Manager

9 Undertake continuing professional development (CPD), as appropriate in order to meet College and learning area objectives

- Attend internal or external CPD as directed by the Line Manager, Head of Teaching and Learning, Head of Quality, CPD or the People Team.
- Undertake technical updating to ensure current industry standards are embedded in working practices.
- Undertake all college mandatory CPD as appropriate to your role.

10 Exceed College standards

- To promote College sustainability policies and strategies by personal commitment
- To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations
- You role model and promote the College values:
 - **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community.
 - **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring.
 - **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact.
 - **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive.

Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College's approach to Reduce, Reuse and Recycle ethos.

Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.

Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College's own Safeguarding Policy and practices.

Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.

Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.

Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal.

(B) KEY TASKS AND RESPONSIBILITIES SPECIFIC TO APPRENTICESHIP & SKILLS DEPARTMENT

- Delivery of apprenticeship programmes in the Lincolnshire/Nottingham areas to learners on courses within the Sportsturf & Greenkeeping
- Delivery within these areas maybe by group delivery subject to employer approval and type of Standard.
- Responsible for carrying out a Health & Safety appraisal of the learners' work place to ensure it is meeting H&S requirements and providing a safe and supportive learning environment.
- Effectively manage a learner caseload – on average this is 35 but could exceed this up to 40 depending on geographic location and number of learners at each employer
- Help develop the delivery model for the new Apprenticeship Standards.
- Support and participate in external industry events to enhance the learner experience.
- Carry out the assessment of learners and/or support formative assessment activities to ensure competencies and grades are properly recorded meeting college and national standards.
- Take an active part in the development of the College VLE site to support and enhance the quality of the apprentice programme.
- To devise and deliver programmes of learning to both individuals and groups of a high standard, meeting the needs of individuals and programme requirements.
- Be actively involved in the initial assessment and skills scan of learners in order to establish an effective individualised learning programme.
- Communicate learner cohort progress to other areas as required and keep areas informed of individual learners through recognised channels
- Be actively involved in the planning and implementation of examinations and internal assessments
- Invigilate exams and internal assessments as required by Line Manager

Location of work

The position is to support apprentices in the Lincolnshire/Nottingham area. This is a field-based role where the tutor works from home, supported by the College. There is a requirement to attend Apprenticeship and Skills development days at the Preston campus which take place 3 to 4 times per year (Subsistence and accommodation provided). It may be the case that from time to time you may work collaboratively with other tutors or delivery from specific locations (Placed based Education). Occasionally you may be asked to work out of area for business reasons in which case accommodation will be provided.

Qualifications to be delivered

- L2 Golf Greenkeeper
- L2 Sportsturf Operative
- L3 Advanced Sportsturf Technician
- L5 Golf Course Manager (Depending on experience and qualifications)

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with the appropriate Line Manager. Employees are expected to participate fully in the review and, following discussion, to update the relevant job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes following consultation with the relevant employee/s.

WPL EMPLOYEE SPECIFICATION

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|---|----------------------------|
| (A) Assessed via Application form | (I) Assessed via Interview |
| (P) Assessed via Presentation/Mini teach in interview | (T) Assessed via Test |
| (PI) Post Interview | |

ESSENTIAL CRITERIA:	DESIRABLE CRITERIA:
Personal Attributes	
Presentable and professional appearance (I) Ability to work as part of a team A/I) Ability to work to quality standards (A/I) Good command of the English language (A/I) Appropriate level of physical and mental fitness (PI)	
Attainments	
Significant industry experience in a related subject. Subject related qualification at level 3 or above Teaching qualification e.g. CET'P, PTTLLS or equivalent (A) Or willing to work towards a teaching qualification within agreed time period - CET'P, PTTLLS or equivalent (A) Assessor award TAQA or equivalent - Or willing to work towards a teaching qualification within agreed time period GCSE, or equivalent, at Grade C or above or Level 2, or equivalent English and maths (A) Level 2 Health & Safety in the Workplace. OR Willing to work-towards L2 H&S.	External verification/examination role (A) Membership of a professional body Teaching qualification e.g. PGCE / Cert Ed L5 Learning and skills or equivalent (A) Internal verification qualification i.e. D34, V1, IQA level 4. Higher level Sportsturf/Horticulture qualification NVQ L4, L5 Apprenticeship, FdSc, BSC Independent End-point Assessor
Special Aptitudes	
Excellent communication skills with the ability to motivate learners (A/I/P) Teaching/training experience and knowledge of developments in teaching and learning (A/I) Competent in ICT (A/I) Adaptable and able to work flexibly, within a team or on own initiative (A/I) Able to demonstrate the capability of being an inspirational role model for all stakeholders eg staff, students, parents / guardians (A/I/P)	Ability to deliver Good/Outstanding lessons (A/I) Evidence of highly successful teaching, training and / or coaching experience (A/I) Evidence of consistent Grade 1 and 2 Lesson Observations (A/I) Involved in latest course developments (A/I) Coaching / mentoring staff / delivering CPD (A/I) External verification/examination role (A/I)
Interests	
A professional interest in the subject discipline (A/I/P) Evidence of high levels of continued professional development (A) Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P)	
Disposition	
Excellent interpersonal skills (I/P) Approachable (I) Person centred approach (I/P) The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P) Enthusiastic and self-motivated (A/I)	

General	
An understanding of “safeguarding” and its importance within the College * (A/I) An understanding of health and safety requirements of a working environment (A/I) An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I)	
Circumstances	
Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I) Ability and willingness to work flexibly (A/I) Willing to complete external work placement visits (A/I) Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I) Possess a current driving licence (A/I)	

Interviews will explore issues relating to safeguarding/the “Prevent” agenda and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

TERMS AND CONDITIONS

JOB TITLE	AREA OF WORK
Work-Based Tutor in Sportsturf (Lincolnshire/Nottingham)	Apprenticeships, Skills & Employer Engagement
SALARY	HOURS OF WORK
Up to £35,821 per annum in accordance with qualifications and experience.	37 hours per week Refer to Management Guidelines
ANNUAL LEAVE ENTITLEMENT	PENSION
34 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays	Teachers' Pension Scheme Employee Contribution Rate (as at 1 April 2026) Contribution rate % Up to £36,198.99 pa 7.4% Employee £36,199 - £48,727.99 pa 8.9% Employee £48,728 - £57,776.99 pa 9.9% Employee £57,777 - £76,572.99 pa 10.5% Employee £76,573 - £104,413.99 pa 11.6% Employee £104,414 and above pa 12% Employee You will automatically become a member of the TPS
PROBATIONARY PERIOD	DRESS CODE
A probationary period of nine months applies to new entrants to the College	All post holders are expected to be of a professional and presentable appearance Refer to Staff Professional Code of Conduct
REFERENCES / MEDICAL CLEARANCE / DISCLOSURE	
<p>The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).</p> <p>Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College's Sick Pay Scheme</p> <p>Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.</p> <p>Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check).</p>	
CONTINUING PROFESSIONAL DEVELOPMENT	
<p>In order to comply with the Further Education Teachers' Continuing Professional Development and Registration (England) Regulations 2007, you are required to:</p> <ul style="list-style-type: none"> – complete a minimum number of hours of continuing professional development every year; – maintain a record of the CPD you have undertaken; – make that record available to the College <p>Failure to comply with these requirements may lead to your dismissal. Full details of the College's policy in relation to Continuing Professional Development is available to all employees</p>	
REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS	
<p>Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007. The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held</p> <p>The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications. In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3</p>	

DBS UPDATE SERVICE

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

BENEFITS TO YOU	HOW TO REGISTER
<ul style="list-style-type: none"> Saves you time and money One DBS certificate may be all you will ever need Take your DBS certificate from role to role within the same workforce You are in control of your DBS certificate Get ahead of the rest and apply for jobs DBS pre checked 	<p>You can register online as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.</p> <p>Or you can wait and register with your certificate number when you receive your DBS certificate. If so, you must do so within 30 days of the certificate being issued.</p> <p>To check the progress of your DBS certificate use the DBS tracking service.</p> <p>Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).</p> <p>You'll get an ID number with your registration that you need to log on to the service. Make sure you write it down.</p>
WHAT YOU GET	
<p>When you join, you'll get an online account that lets you:</p> <ul style="list-style-type: none"> Take your certificate from one job to the next Give employers permission to check your certificate online, and see who has checked it Add or remove a certificate 	