

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Accountancy Tutor Work-based Learning
Service:	Communities
Team:	Waverley Training Services
Location:	Memorial Hall, Babbs Mead, West Street, Farnham, GU9 7EE
Reporting to:	Work-based Learning Manager
Responsible for:	Teaching, Learning and Assessing
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
To provide teaching, learning & assessment to our Work-based Learners and Apprentices within their employer premises. Managing a caseload and supporting learners to achieve their programmes within set time frames. Qualifications include vocational performance based qualifications, technical knowledge qualifications as well as Functional Skills in Maths, English and Information Communication Technology (ICT). Main occupational areas are Accountancy and Financial Services (debt collection).	

MAIN DUTIES AND ACCOUNTABILITIES

- Teaching, learning and assessing of learners primarily in their work place
- Assessing learners work on the e-portfolio and giving detailed written feedback identifying strengths and what they need to do to improve
- Giving learners constructive verbal feedback to stretch and challenge them
- Supporting and managing learners to achieve their qualifications on time
- Delivering one-to-one and group sessions
- To action internal quality assurance and observation of teaching, learning & assessment feedback and to put in place improvement recommendations
- The accurate completion of paperwork and documentation
- Managing progress review meetings with learners and their managers to monitor learners progress including setting smart targets and implementing action plans when learners are not making good progress
- Managing your caseload to ensure all learners are visited at least every 4-6 weeks and progress reviews are carried out a minimum of once every 12 weeks
- Marketing and recruitment of learners onto the programmes
- Carrying out Information, advice and guidance sessions with learners to maintain learners' welfare
- Completing learner inductions including: Health & Safety, Equality & Diversity, Prevent, Safeguarding and British Values
- Carrying out Health & Safety checks of employers' premises
- Safeguarding learners and reporting all concerns to the safeguarding officer
- Familiarising yourself with and adhering to Education and Skills Funding Agency funding rules and contractual obligations
- Familiarising yourself with and adhering to Awarding Organisations policies and procedures
- Action planning potential leavers to reduce negative outcomes
- Invigilation of examinations both at Training Centre and in employers' premises
- Attending regular meetings as required
- Maintain own continuing professional development and responsible for keeping occupation knowledge up to date
- Motivate and inspire learners' to achieve over and above their potential
- Building and developing relationships with employers and learners

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window

- **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- Waverley Training Services contracts with the Education & Skills Funding Agency and are reviewed annually
- Preparation of contractual paperwork occurs daily

- Waverley Training Services works in partnership with Job Centre Plus, Colleges, Schools and training providers to provide training opportunities
- Regularly inspected by a number of bodies including City & Guilds and OFSTED
- WTS have a contract worth over 2 million and have 3 sub contractors
- Staff are observed regularly (2 - 6 monthly) to maintain quality assurance
- Audited both internally and externally

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The postholder needs to have an innovative approach to training and development opportunities
- The postholder is responsible for decisions associated with recruitment of candidates, and monitoring of candidates progress, keeping employers updated, ensuring Health & Safety of learners, Safeguarding and Equality & Diversity plus quality of their teaching, learning and assessment of candidates

PLANNING/ORGANISING/CONTROLLING

- Communicating with learners', teaching and supporting them through their courses to ensure the best outcomes for the learners themselves, Waverley Training Services and the Council as a whole.
- Direct accountability for the learners learning development

CUSTOMERS AND CONTACTS

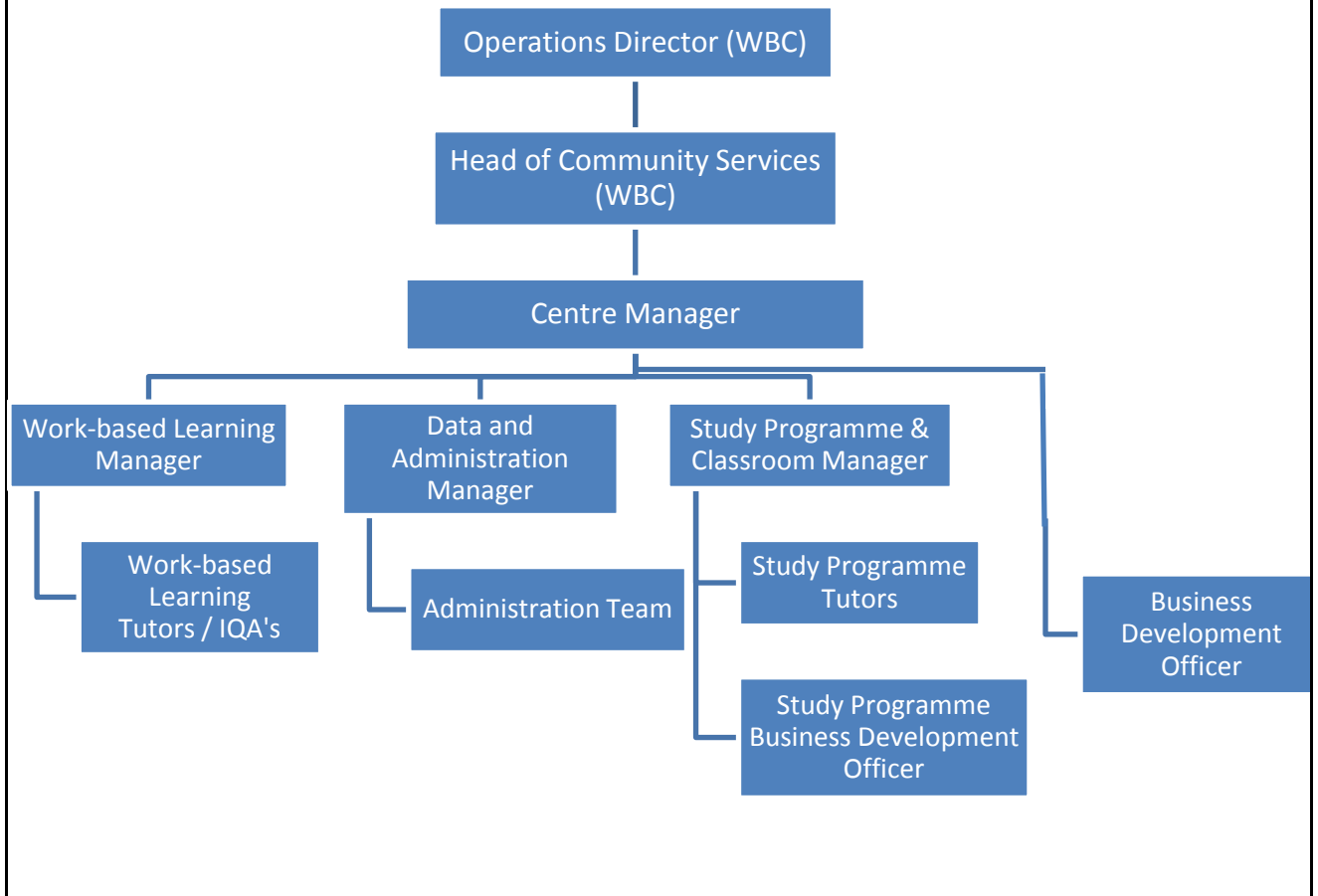
INTERNAL

- Waverley Borough Council staff, Learners on programme

EXTERNAL

- Education & Skills Funding Agency
- Awarding Organisations (AO)
- Employment services
- Employers
- Parents
- Other training providers

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	GCSE Maths A-C Grade GCSE English A-C Grade (or equivalent for these 2 subjects)	A / C	Teaching qualification at Level 4 or above	A / C
	Accountancy Qualification for main occupational area(s) of delivery	A / C	Assessors qualification	A / C
	Good working knowledge of IT (including Word, Excel, Access, PowerPoint, internet, emails, mobile phones etc.)	A / I		
KNOWLEDGE / TECHNICAL SKILLS	Recent experience of working in an accountancy & financial services job role	A / I / E	Awareness of Safeguarding	A / I
	Experience of teaching one to one & in groups	A / I	Health & Safety qualification	A / C
	Ability to motivate and develop learners.	A / I	Marketing experience	A / I
	Ability to work effectively with minimum supervision	A / I		
	Ability to be flexible and to participate in all types of project work	A / I		
	Ability to develop & promote commercial atmosphere within the unit	A / I		
COMMUNICATION	Clear and professional	A / I		
	Ability to understand people at all levels	A / I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and	I		

	diversity in service delivery and employment			
	Accurate spoken English is essential for the post	I		
TEAM WORKING	Supporting and helping others	A / I		
	Collective goals	A / I		
MANAGING SELF AND OTHERS	Manage caseload	A / I		
	Manage admin for role	A / I		
	Setting targets for learners	A / I		
CAN DO APPROACH / ACHIEVING RESULTS	See the job holistically and strive to achieve beyond expectations	A / I		
	Using initiative	A / I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet	A		
	DBS police check	D		
	Ability to travel between WTS and employers premises throughout Surrey, Hampshire and surrounding areas	A / I		

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

Disclosure and Barring Service

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

For Official Use only			
Job title:	Accountancy Tutor	Post no:	AC22
Service:	Communities	JE score:	233
Team:	Housing Operations	Pay band:	8

Location:	Memorial Hall, Babbs Mead, West Street, Farnham, GU9 7EE	Position type: (if part time, working pattern)	Full time 37 hours per week
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
REVIEWED BY:	<i>Sarah French</i>	DATE:	July 2019
CHECKED IN:	Human Resources	DATE:	July 2019
LAST UPDATED:	July 2019	DATE:	July 2019