



**Bridgetraining**

## Job Description

Job Title	Motor Vehicle Teacher
Responsible to	Head of Education Services
Grade of Job	Teacher Scale – to be agreed
Hours	30 Hours per week

## Job Role

Working as a qualified teacher within a Study Programme contract you will be delivering the IMI Motor Vehicle qualifications to young people aged 14-18 at Level 1 and Level 2. As part of the Bridge Training teaching team you will help to develop a strong Motor Vehicles programme that meets the needs of the students and the BTL curriculum

### Job purpose:

- To carry out the professional duties of a tutor in accordance with Bridge Training Ltd (BTLs) policies under the direction of the Head of Education Services.
- To be an effective professional who demonstrates knowledge within the vocational field, can teach and assess effectively, take responsibility for professional development and encourage the best in their students.

### Role:

The post holder will ensure the effective delivery of a high quality learning experience for learners by planning for learning, teaching and classroom management to achieve progression of learning through;

- being fully accountable for the development and delivery of the IMI Motor Vehicle qualifications in line with contractual requirements and regularly review and monitor this plan to ensure it is consistent with the Bridge Training Limited (BTL) mission, strategic objectives, government priorities and local/regional need;
- identifying clear teaching objectives and specifying how students will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest and attainment;
- setting appropriate and demanding expectations;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the BTLs policies and encouraging good practice with regard to punctuality, behaviour, standards of work and employability;
- using a variety of teaching methods to:
  - use effective questioning, listen carefully to students, give attention to errors and misconceptions
  - select appropriate learning resources and develop independent study skills
  - ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
  - evaluating own teaching critically to improve effectiveness;
  - mark and monitor students' work and setting clear targets for progress building on prior attainment through Individual Learning Plans (ILPs);
  - assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses and recognise the level at which the student is achieving;
  - undertake assessment of students as requested by examination bodies;

- undertake assessment of students and participate in the BTLs system of reporting to parents.
- promote the general progress and well-being of individual students
- communicate, as appropriate, with parents of students and persons or bodies outside of BTL concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHE according to BTL policy;
- operate at all times within the stated policies and practices of BTL;
- establish effective working relationships and set a good example through presentation and personal and professional conduct;
- ensure every student has the opportunity to reach their potential and meet high expectations;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with other organisations;
- take responsibility for own professional development and duties in relation to BTL policies and practices;
- to work in accordance with company procedures and good practice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of BTL and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

### Key Duties

No	Description of Duties	Job Competence Reference
1	To produce lesson plans which comply with company guidelines and update as part of the course review process.	
2	To attend 1-2-1 meetings with the Head of Education Services on a regular basis and to update action plans and report progress	
3	To develop appropriate learning material that is up to date and relevant and reviewed as part of the ongoing lesson review process (walkthroughs and observations) that meets the requirements of the SAR/QIP quality review process.	
4	To ensure that assessments and exams for learner portfolio evidence are completed in line with the quality requirements of the Assessor, IQA and EQA.	
5	To encourage learners to become independent and take ownership of their timetables and build a portfolio of evidence that is relevant to the level of qualification	
6	To encourage learners to achieve their goals and targets through ongoing tutoring and one to one support and within the deadlines as set in the ILP's	
7	To take ownership of the department and be responsible for ensuring a realistic working environment within a cost effective delivery framework	
8	Manage positive learner behaviour by targeting learners on their ILPs	
9	To review and record individual learner progress in line with company policy and to the quality standards set by Awarding Bodies and other External Funding Organisations.	
10	To provide timely information to Internal Quality Assessors( IQA) in line with the Verification annual plan and ensure assessment outcomes are actioned prior to the next review.	

<b>11</b>	To utilise planning time effectively to ensure all resources and teaching materials are produced in a timely and professional manner and are effective in retention and engagement of learners.	
<b>12</b>	To accurately complete and provide Attendance Registers to admin ready for input daily onto PICS system.	
<b>13</b>	Maintain course and CPD files and all other administrative duties associated with effective subject and course delivery and requirements of Professional Development.	
<b>14</b>	Contribute to the review and evaluation of programmes with line managers and implement actions within agreed timescales.	
<b>15</b>	To participate in Lesson Observations in line with Company Policies on a regular basis including those undertaken through agreed Peer observations.	
<b>16</b>	To participate in relevant standardisation meetings and share best practice and resources in Training, Learning and Assessment across the organisation	
<b>17</b>	To participate and attend course team meetings and to follow up agreed actions in a timely manner.	
<b>18</b>	To ensure that stock requirements are managed and requested in an effective and timely manner and within budgetary constraints.	
<b>19</b>	Prepare, maintain and monitor all health & safety standards in the training environment through high levels of housekeeping.	
<b>20</b>	Establish and maintain procedures with learners which promote and maintain appropriate behaviour, communication and respect for others, while challenging discriminatory behaviour and attitudes.	
<b>21</b>	To manage individual timekeeping and attendance in line with the agreed outcomes of the company for the individual.	
<b>22</b>	Ensure a high level of confidentiality at all times and ensure effective communication takes place in line with company and safeguarding regulations and to liaise with the Head of Education and Head of Welfare for access to confidential learner files.	
<b>23</b>	To carry out duties in accordance with procedures specified in the Quality Assurance Manual and assume joint responsibility within the training team for the quality, accuracy and timeliness of all teaching and admin tasks within the organisation.	
<b>24</b>	Incorporate IAG within teaching, signposting learners to relevant opportunities and careers path	

## Person Specification

1. Qualifications	Essential	Desirable	How tested
Hold relevant professional qualifications to a minimum of Level 3 in subject specialism.	Yes		
Willingness and ability to undertake further professional development in line with contractual, business needs and national developments	Yes		
Hold a recognised Teaching qualification	Yes		
Hold a recognised assessor award and verifier qualification	Yes		
Level 2 English and Maths qualifications (or equivalent) or the commitment to gaining within 12 months of commencing employment		Yes	
2. Experience			
Have clear experience of delivery and management of vocational qualifications	Yes		
Experience of addressing individual learner needs, both inside and outside the class setting		Yes	
Ability to plan and teach effectively using a variety of strategies	Yes		
3. Skills and Abilities			
Knowledge of the ways in which learners learn effectively	Yes		
The ability to deliver a high standard of teaching, learning and learner support	Yes		
The ability to plan, monitor and review actions to meet deadlines while giving due attention to quality	Yes		
Excellent interpersonal skills	Yes		
Ability to carry out administration effectively	Yes		
An essential interest in the use and development of e-learning	Yes		
Ability to work, influence and motivate at all levels of the organisation and the willingness and ability to work as part of a team		Yes	
To enjoy working with young people	Yes		
Ability to prioritise and organise own work	Yes		
To have high aspirations and expectations for their students and themselves	Yes		
4. Qualities			
The ability to evaluate, reflect and continue to improve	Yes		
Be able and willing to teach across the range of courses offered in the section.	Yes		
Be committed to improving the quality of teaching and learning	Yes		
To be dedicated to the success of the students, BTL and themselves	Yes		
To be flexible, energetic, adaptable and have the ability to use initiative	Yes		
A flexible and responsive attitude to the likely changing demands of the post	Yes		