

Employment Vacancy

Vocational Skills Tutor (Online)

Location: Remote
Salary: £27,820
Hours: Monday – Friday, 08:30-17:00

About Us

Tempus Training is an Ofsted Grade 1, Independent Training Provider, delivering programmes of learning across the UK through a range of ESFA funded contracts. We currently deliver over 250 courses per month, supporting learners to gain the skills and qualifications to develop their careers and improve their lives.

Due to on-going expansion, we have a new vacancy for an experienced online Vocational Skills Tutor.

About the Role

Working remotely, using Google Classroom with high-quality learning resources, you will be expected to facilitate the effective and efficient learning and assessment of unemployed learners engaged on programmes including the following learning aims:

- Level 1 Award in Health and Safety within a Construction Environment
- Level 1 Award in Employability Skills
- Level 2 Certificate in Warehousing
- Level 2 Certificate in Equality & Diversity

The ideal candidate will have experience of delivering construction/ CSCS programmes, though full training will be provided.

Responsibilities:

- Delivering online group classes to between 10 and 20 learners
- Mark and assess learner results, provide support and feedback to learners.
- Keeping Learner Management system, and learner records accurate and up to date (ILPs, registers, funding paperwork, reviews, action plans)
- Supporting and adhering to the quality assurance (QA) procedures
- Identifying and gathering case studies on regular basis

Essential:

- Recognised Teaching Qualification, e.g. PTTLs / A1 Assessors Award/ TAQA,
- Level 2 English and Maths (or equivalent).
- Good knowledge of Microsoft Office applications, online teaching platforms and Google applications.

Skills:

- Excellent interpersonal and communication skills
- The ability to work under pressure, be flexible and resilient.
- The ability to maintain a focus on delivery expectations.

- Strong verbal and written skills, including presentation skills – Essential.
- Currently holds DBS security clearance (or agreeable and eligible to obtain required level of DBS).

Experience:

- Previous experience of delivering Adult Vocational training
- Previous experience of online training delivery
- Proven track record in achieving maximum results through effective learner delivery.

Apply now for this Training Centre Manager role by emailing your CV to: recruitment@tempustraining.co.uk

All posts are subject to an enhanced Disclosure and Barring Service check.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. We are an equal opportunities employer.

Applicants must have a valid legal permit or right to work in the United Kingdom