



Tutor Roles and Responsibilities

All tutors are responsible for the development, planning and assessment of all programmes they deliver.

Priority areas are highlighted bold.

This includes:

- Preparing and planning sessions by developing schemes of work, session plans and resources
- **Completing Prevent duty training and embedding principles in every course**
- Carrying out a thorough learner induction that includes Safeguarding and the **Prevent** agenda, including promoting and exhibiting **British Values** and on-line safety information
- **Assessing and recording ongoing progress and support needs using individual and group tracking profiles**
- Supporting learners by providing and recording:
 - initial assessment to ascertain learners' starting points and support needs
 - specialist support, resources and facilities for learners as appropriate
 - **English and maths** support to help learners progress in life and work
 - Support for wider skills, Personal Development (PD) and appropriate Behaviour and Attitudes to learning (BA)
 - information on the safe learner approach, including key health and safety aspects of the programme and the venue
 - **Careers Education and Information, Advice and Guidance (CEG/IAG) on progression opportunities and support.**
 - Attendance, ensuring registers are current and accurate
- Ensuring that learners are safe at all times, including following up unapproved absences
- Implementing and promoting Equity, Diversity and Inclusion in accordance with current policies and legislation
- **Setting clearly negotiated group learning targets (non-accredited/non-regulated provision) ensuring that they are specific, measurable, achievable, realistic and time bound (SMART)**
- **Supporting learners to complete SMART personal targets**



- Providing differentiated teaching resources and methods which respond to the needs of all learners
- **Including relevant contextual activities that help develop maths, English and ICT**
- **Monitoring learner progress and keeping accurate records**
- **Providing learners with regular and detailed written feedback on their progress so that they know what they need to do to improve, and enabling them time to respond appropriately to their feedback**
- Ensuring that learners monitor and evaluate their own learning
- Using learner feedback to inform course development and improvement
- Evaluating sessions and courses and complying with quality procedures to ensure delivery is continuously improved
- Creating an environment in which learners feel safe and comfortable to disclose any concerns, taking appropriate action when necessary e.g. submitting disclosure reports
- Taking responsibility for own professional development (CPD) and attending training where appropriate
- Carrying out duties in line with Health and Safety regulations including completing course risk assessments
- Reporting all accidents, incidents and near misses to the appropriate manager and completing incident report form