



Job Description

1. Job Specifics

Job Title:	IT Software Tutor – Data Analyst
Reports to:	IT Software Tutor – Data Analyst
Location:	
Division:	QAA
Department:	Apprenticeships

2. About the role

Role Purpose	<ul style="list-style-type: none">• To take overall responsibility for the progress and achievement of groups of apprentices training to achieve Level 3 and Level 4 apprenticeship qualifications, primarily for a single, large, corporate client. There may on occasion be need to travel to other locations throughout the UK to deliver training as required by the wider business• The role will involve a blend of teaching, practical exercises, supporting self-study activities and assessment. The programme involves a wide range of technical skills across software design and development. It is not expected that one tutor can deliver the full breadth of the content but will likely specialise in one or two particular areas. As a result, the role will require close working with the Service Delivery Team and other tutors to ensure smooth handovers between sessions, consistent approaches to assessment and a shared understanding of apprentice progress
Duties & Key Responsibilities	<p>Strategy and responsibilities</p> <ul style="list-style-type: none">• Take overall responsibility for the groups of Advanced and Higher Apprentices• Deliver high quality teaching and learning to individuals and groups, as required• Carry out high quality mentoring and coaching• Work with the wider tutorial team and Service Delivery Team to ensure all Apprentices have the required skills and knowledge, prior to work placement/employment, to successfully achieve their apprenticeship qualification• Contribute to improvements to the Scheme of Work, Lesson Plans, teaching and learning materials

	<p>and resources to meet the qualification requirements</p> <ul style="list-style-type: none"> • Complete regular, meaningful and accurate Learner Reviews, linking with the Individual Learning Plan and the Learner Portfolio, to ensure the learner fully understands achievements, objectives and where they are within the Framework • Work with internal and external partners to ensure the agreed quality standards are met • Work effectively with the internal and external Assessors and Verifiers to ensure the learners successfully complete their full apprenticeship framework by their planned achievement date <p>Policy and Process</p> <ul style="list-style-type: none"> • Ensure that all aspects of the Apprenticeship Programmes are delivered in accordance with the key processes contained within the organisation's Process Manual • Ensure that programmes are delivered in accordance with the organisation's Equal Opportunities and Health and Safety Policies <p>Financial</p> <ul style="list-style-type: none"> • Provide good quality, accurate information and data on learner recruitment, retention, progress and achievement. Ensure all required learner documentation is available to support financial claims to the funding body
KPIs & SLAs	<ul style="list-style-type: none"> • At least 90% of all learners engaged on Apprenticeship programmes are retained for the planned duration of their training • At least 85% of learners successfully complete the full apprenticeship framework on time • Teaching and learning practice is consistently judged to be 'good' or 'outstanding' as part of regular observations of teaching, learning and assessment • To achieve an average of 65+% NPI Score • 80% of learners judge the teaching and learning on their course to be 'good' or better • Achieve at least 70% tutor utilisation All learner records are collected within agreed timescales and are fully compliant with internal and funding body requirements
Key Working Relationships	<p>Reports to Training Manager</p> <p>Internal</p> <ul style="list-style-type: none"> • IT team • Administration team • Recruitment and engagement team • Assessor team • Finance Department

	<ul style="list-style-type: none"> • Facilities • Apprenticeship SMT • HR Department <p>External</p> <ul style="list-style-type: none"> • SFA • Awarding organisations • Sector Skills Councils • OFSTED
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<h3>3. About You</h3>	
Skills & Abilities	<ul style="list-style-type: none"> • A recognised teaching qualification, or a commitment to achieving at least a Diploma in Teaching in the Lifelong Learning Sector • Understanding of equality and diversity issues • Required - Demonstrable technical skills in the areas listed above • Excellent communication skills • A logical thinker and a passion to achieve • Ability to deliver practical and engaging teaching and learning sessions • Ability to identify and help learners to overcome potential barriers to learning, progress and achievement
Experience	<ul style="list-style-type: none"> • Experience of working with Visualising data in a variety of tools such as Excel, Tableau and PowerBI • Experience of working in a Data Analysis environment • Experience of at-least one programming language. Languages such as Python and R will be advantageous • Experience of working with data including data reporting. • Experience of databases and writing software using SQL, preferably in a corporate environment • Additional technical experience in any of any of areas below: • Recognised IT qualifications covering the skill sets listed above • Previous experience of working with 16 to 21 year olds in Apprenticeships or with Undergraduate

	students in an HE environment
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of at least two aspects of technology • Knowledge of Apprenticeships and work-based learning, or knowledge of Higher Education • Knowledge of Statistical Analysis will be advantageous
Personal Attributes & Other Requirements	<ul style="list-style-type: none"> • Willingness to undertake a DBS check prior to formal start date being confirmed

4. About QA

About Us	<p>QA is one of the largest learning services organisations in the UK, developing skills and capabilities for everyone from apprentices to business leaders. Headquartered in London, but with a nationwide network of state-of-the-art training centres, QA Group is comprised of four fast-growing divisions- QA Learning, QA Apprenticeships, QA Consulting and QA Higher Education- all of which deliver innovative and cutting edge skills solutions to UK organisations.</p> <p>At QA, we are proud to help people and businesses transform their performance through learning; we offer a complete range of business and IT training. With training centres throughout the UK, QA delivers an exceptionally broad training curriculum to meet the needs of individuals and corporate businesses. Our award-winning teams of learning professionals are amongst the best in the world, each with extensive experience and a proven track record of delivering the skills that transform performance and ensure lasting benefits.</p>
The Division You'll Be Working In	<p>QAA: QA Apprenticeships - As the fastest growing division of QA, we are now the UK's leading provider of IT and business services apprenticeships. Our multi-award winning programmes have been awarded the highest possible grade by Ofsted with an amazing 'Outstanding' in all areas.</p>
QA Values	<ul style="list-style-type: none"> • Integrity - We will: Be open and honest. Have trust and respect for each other. Act in the best interests of the whole business. Share knowledge and experience. • Commitment – We will: Deliver our obligations to clients and colleagues. Take individual responsibility

	<p>and be proactive in delivering what we promise. Champion equality, diversity and inclusion. Support our communities and protect the environment.</p> <ul style="list-style-type: none"> • Service – We will: Understand our clients and exceed their expectations. Provide exceptional value. Deliver the highest quality service. Strive to continually improve and enhance our services.
Benefits Offered With This Role	<p>[the following list to be amended to reflect the specific benefits offered for this role:]</p> <ul style="list-style-type: none"> • 25 days holiday (rising to 28 days after 5 years) – with the ability to buy more holiday days • Pension scheme – we will contribute a % of your basic salary • Life Assurance (4x your basic salary) • 2 days paid Charity Days – QA will also double any sponsorship money raised up to £250 • 3 additional training days to focus on things you’re interested in • Season ticket loan • Cycle to work scheme • Group Income Protection • Voluntary Private Medical Insurance • Childcare Vouchers • Flu Jab Vouchers

Tutor Signature:

Line Manager Signature:

Date:

Date: