

## ADVERT TEMPLATE

### Chief Executives Office

#### Skills for Work - Family Learning & Adult Skills

#### Senior Tutor Apprenticeships

Post Reference: 50062810

Grade SO1/SO2 (Pro rata for Part Time Posts)

Hours – 37 HOURS PER WEEK , Part time considered (flexitime scheme in operation)

Contract Length: Permanent

Based at Chapel Street, Bradford City Centre and may be asked to work in other locations for service needs/requirements

The Code of Practice on the English language requirement for public sector workers, Part 7 of the Immigration Act 2016 requires that Councils ensure that all candidates applying for customer facing posts must be assessed in order to establish their fluency in English.

The criteria under special knowledge and experience on the job profile which is shown in this advert outlines what level of fluency you will be expected to demonstrate. Therefore, it is essential that you provide examples in your application.

The Department of Chief Executive would like to recruit a Senior Tutor Apprenticeships who is enthusiastic, competent and flexible to join our outstanding Apprenticeship Team

You will be expected to demonstrate your ability to meet the special knowledge, experience, qualifications required for the role which will be used for shortlisting.

The key competencies we would be looking for in a suitable candidate – ability to:

- To provide a peripatetic teaching and learning service to a wide range of Apprenticeship learners following vocational learning programmes (Levels 2 – 6) in a variety of employers across the region (including Bradford Council) and a variety of internal and external delivery venues.
- The key vocational specialism required for this role is Business Administration and Customer Service with Leadership and Management being a desired vocational specialism.
- To develop and deliver an extensive range of sector specific vocational courses within the Skills for Work Apprenticeship Standards curriculum, including higher level apprenticeship Standards to meet the needs of learners and employers. To ensure that contract, awarding body and End Point Assessment organisation regulations and procedures are followed at all times.
- To promote, design, develop, plan and implement practical training experiences for apprentices and commercial vocational learners, and to monitor and review their progress throughout their period of training, ensuring timely achievement of learning aims and to maximise retention.

For further information regarding this post please contact: Mark Fox [mark.fox@bradford.gov.uk](mailto:mark.fox@bradford.gov.uk)

An enhanced disclosure check with the Disclosure and Barring Service will be undertaken for this post.

Closing Date: