

Job description

Job Title:	Leadership & Management Tutor
Reports To:	Head of Operations (NILE)
Rate of Pay:	£30,000 - £35,000 per annum Plus £300 pcm essential car users allowance
Benefits:	25 days holiday + bank holidays + your birthday
Hours:	37.5
Location:	Home based covering the South of England with potential for national travel

Primary Purpose

To manage and support a caseload of **up to 35 learners** undertaking the new management standards up to level 5 and the Learning and Development level 3 framework. To support the Head of operations with the continued development of the management academy. You will need to be confident in curriculum and resource creation, building a strong foundation from which to teach is a key aspect of this role. You will occasionally be required to work directly with employers to tailor apprenticeship standards. You will need to manage existing employer relationships as well as support the generation of new business organically. You will deliver outstanding learning experiences and ensure that all of your students achieve their qualifications on time.

Commitment

- › A willingness to be flexible and supportive in their approach to work
- › Strong commitment to equality of opportunity, dignity and respect at work and appreciation of diversity
- › Commitment to working in a way that promotes safety, health, safeguarding and preservation of the environment
- › Commitment to improving standards of delivery and a passion for creating solutions that will improve learning and learner experiences
- › Commitment to developing the NILE management academy.

About you

You are passionate about developing business leaders. You have excellent communication skills, you are creative and adopt an innovative approach to teaching and learning. You will have been a management professional with at least 3 years' middle to senior level experience (essential). You will have experience of independently and successfully managing a caseload of learners' portfolios electronically (NILE uses Onefile and ILM SOLAR) and presenting clear and precise information for audit.

You have managed employer expectations and relationships through your knowledge of the training cycle, TNA and design processes. You have successfully delivered standards in management and leadership and can deliver an outstanding learning journey. You are experienced in generating new business and cross selling products and services. You have experience of delivering classroom based sessions/workshops in a variety of settings and it is desirable that you have had experience in the delivery of commercial training.

You want to make a difference and you want to be part of a creative and innovative team that challenges the industry norm and constantly strives to offer the best apprenticeship training packages available in England.

You will have;

- › A high degree of initiative, accuracy, efficiency, and attention to detail
- › The ability to work independently and a willingness to learn and share best practice within the NILE team
- › The ability to manage a number of competing demands
- › The ability to work with multiple AO's and satisfy AO requirements and expectations
- › An excellent understanding of the new standards, including structure, 20% off-the-job requirements and various audit related requirements
- › Confidence in managing priorities and problem solving
- › The ability to analyse information, identify issues and create solutions
- › A strong learner focus
- › Excellent communication and presentation skills - both written and verbal
- › The ability to engage constructively with people
- › Experience of delivering the TAQA and EAT qualifications (Desirable)
- › Experience of coaching & mentoring others
- › Good knowledge of relevant computer software packages
- › Experience of delivering leadership and management standards
- › A flexible and adaptable approach to changing circumstances and work
- › Confidence to exercise judgement and taking risks
- › Advanced I.T skills and the ability to learn and understand new software quickly
- › Relevant assessing and teaching qualifications i.e. TAQA or equivalent, PTTLS or above/equivalent (essential)
- › A Management qualification to level 5 and a recognised IQA qualification (desirable)
- › Minimum Level 2 / GCSE grade C in English (essential)
- › Minimum Level 2 / GCSE grade C in Mathematics (essential)
- › Minimum Level 2 / GCSE grade C in I.C.T (essential)
- › A commitment to your own CPD/professional development/safeguarding
- › A full, clean driving licence.

In addition to the above, NILE requires all of the team to;

- › Be creative and inventive with the ability to articulate and collaborate to implement new ideas
- › Have a proven ability, maturity and confidence to deal with a diverse range of people
- › Have patience and show control in challenging situations
- › Take ownership for problems and offer solutions to the team
- › Show leadership when appropriate and be a conscious team player.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health, safety and safeguarding, equal opportunities, confidentiality and the highest standards of customer care.

All employees are expected to actively participate in performance reviews, the identification of their own training needs and attendance to any appropriate training events.

NILE is the Leadership & Management Department of Progress to Excellence Ltd.