**Tutor Roles and Responsibilities**

All tutors are responsible for the development, planning and assessment of all programmes they deliver. This includes: **(NB key priority areas highlighted bold)**

* Preparing and planning sessions by developing schemes of work, session plans and resources
* **Completing Prevent Duty training (see page 6) 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
* **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
* Implementing and promoting Equality and Diversity in accordance with current policies and legislation
* **Setting clearly negotiated group learning goals (non-accredited/non-regulated provision) ensuring that they are specific, measurable, achievable, realistic and time bound (SMART)**
* **Supporting learners to complete SMART personal goals**
* Providing differentiated 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**
* Ensuring that learners monitor and evaluate their own learning and use this feedback to inform course development and improvement
* Evaluate sessions and courses and comply with quality procedures to ensure delivery is continuously improved
* Creating an environment in which learners feel safe and comfortable to disclose any concerns and taking appropriate action 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 inc. completing course risk assessments e.g. off-site visits, to ensure learners are safe
* Reporting all accidents, incidents and near misses to the appropriate manager and completing incident report form