

Name			
Type:	Part Time – 28 Hours (Term Time Only +1 week)	Hours	Monday – Thursday 8am -4pm
Job Title	16–19 Programme Lead / Tutor - Trainee		

Role Purpose

This role will provide full training with the successful candidates working towards a Level 5 Diploma in Teaching (Further Education and Skills) / Certificate in Education (CertEd). You will work alongside a training mentor for the duration of your programme.

The 16–19 Programme Lead Tutor is responsible for leading, coordinating and delivering high-quality 16–19 Study Programmes that prepare learners for successful progression into apprenticeships, employment or further and higher education.

The postholder will plan and deliver an ambitious curriculum that combines vocational learning with English and mathematics, personal development, careers education, work experience and enrichment. They will monitor learner progress, attendance, behaviour and wellbeing, ensuring learners receive timely support and interventions to achieve positive outcomes.

As Programme Lead, the postholder will oversee the day-to-day delivery of the study programme, ensuring compliance with DfE funding requirements, contributing to quality improvement activities, and working collaboratively with employers, parents/carers, external agencies and colleagues to provide an outstanding learner experience.

Key Responsibilities

Programme Leadership

- Lead the planning, coordination and operational delivery of the 16–19 Study Programme.
- Develop and maintain a curriculum that meets the needs of learners, employers and local labour market priorities.
- Coordinate learner inductions, timetables, work experience and enrichment activities.
- Monitor programme performance, including recruitment, retention, attendance, achievement and learner destinations.
- Ensure compliance with DfE Study Programme funding requirements, including planned hours and programme eligibility.
- Contribute to curriculum planning, programme development and continuous improvement.

Teaching, Learning and Assessment

- Plan, prepare and deliver engaging, high-quality teaching, learning and assessment.
- Create an inclusive learning environment that supports learners with differing abilities and additional learning needs.
- Differentiate teaching to maximise learner engagement and achievement.
- Use assessment effectively to monitor progress, provide feedback and plan future learning.
- Maintain accurate learner records and assessment documentation.
- Participate in lesson observations, learning walks and quality assurance activities.
- Share effective practice with colleagues to continuously improve teaching and learning.

English, Mathematics and Digital Skills

- Ensure learners are enrolled on appropriate English and mathematics qualifications in accordance with DfE funding requirements.
- Monitor attendance, progress and achievement in English and mathematics, working closely with specialist tutors where applicable.
- Embed English, mathematics and digital skills within vocational teaching to support learners' personal and professional development.
- Identify learners requiring additional support and coordinate interventions to improve achievement.
- Promote the importance of English and mathematics as essential employability and life skills.

Learner Progress and Achievement

- Monitor learner attendance, punctuality, progress and achievement using organisational systems.
- Set challenging but achievable targets with learners and regularly review progress.
- Identify learners at risk of withdrawal or underachievement and implement appropriate support strategies.
- Conduct learner progress reviews and maintain accurate records of learner development.
- Prepare learners for successful progression into employment, apprenticeships or further education.

Personal Development, Behaviour and Welfare

- Act as Personal Tutor for allocated learners.
- Deliver tutorial sessions that support learners' personal, social and professional development.
- Promote positive behaviour, attendance and learner engagement.
- Develop learners' confidence, resilience and independence.
- Embed British Values, Prevent, online safety, healthy lifestyles and wellbeing throughout the programme.
- Support learners to become responsible, respectful and active citizens.

Careers Education, Employer Engagement and Work Experience

- Lead the planning and delivery of a career's education programme aligned to the Gatsby Benchmarks.
- Ensure learners have access to impartial careers information, advice and guidance (IAG) to support informed progression decisions.
- Coordinate careers guidance interviews with qualified Careers Advisers.
- Organise employer encounters, guest speakers, workplace visits, careers fairs and industry workshops.
- Develop and maintain effective relationships with employers, colleges, universities and community organisations.
- Coordinate meaningful work experience placements and monitor learner progress during placements.
- Support learners with CV writing, interview preparation, job applications, UCAS applications and apprenticeship applications.
- Monitor learner destinations and evaluate the effectiveness of careers education and employer engagement activities.

Safeguarding, Inclusion and Learner Support

- Promote safeguarding and learner welfare at all times.
- Identify, record and report safeguarding concerns in accordance with organisational procedures.
- Promote equality, diversity and inclusion, ensuring learners are treated fairly and respectfully.
- Support learners with additional learning needs by working collaboratively with internal staff and external agencies.
- Foster an inclusive learning environment where learners feel safe, valued and supported.

Quality Assurance and Continuous Improvement

- Contribute to the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- Participate in quality assurance activities including observations, learner voice and internal audits.
- Review learner, employer and stakeholder feedback to improve programme delivery.
- Attend standardisation meetings, curriculum meetings and CPD activities.
- Implement agreed quality improvement actions within agreed timescales.
- Maintain awareness of curriculum developments, funding requirements and educational best practice.

Stakeholder Engagement

- Build positive relationships with learners, parents/carers, employers and external agencies.
- Attend parents' evenings, recruitment events, open days and employer engagement activities.
- Communicate learner progress effectively with parents/carers where appropriate.
- Represent the organisation professionally at external events.

Compliance and Administration

- Maintain accurate learner documentation and electronic records.
- Ensure learner files are compliant with funding and organisational requirements.
- Complete registers, progress reviews, risk assessments and programme documentation accurately and on time.
- Comply with GDPR and organisational policies relating to confidentiality and data protection.

Organisational Responsibilities

- Promote and uphold safeguarding, Prevent, learner welfare, and wellbeing, ensuring concerns are identified, recorded, and reported promptly to the Designated Safeguarding Lead (DSL).
- Promote and uphold the organisation's Equality, Diversity and Inclusion (EDI) commitments, ensuring all learners, staff, employers, and stakeholders are treated fairly, respectfully, and equitably. Contribute to the creation of an inclusive and accessible environment that values diversity, challenges discrimination, and supports positive outcomes for all
- Support learners to stay safe, access support, raise concerns, and develop the knowledge, skills, and behaviours needed for successful progression.
- Comply with organisational policies and procedures, including Health and Safety, Safeguarding and Prevent, Equality, Diversity and Inclusion (EDI), Data Protection, Information Security, and Professional Conduct.
- Maintain current knowledge of legislation, funding rules, awarding organisation and EPA requirements, Ofsted expectations, and sector developments relevant to the role.
- Ensure all activities and records are accurate, compliant, confidential, and audit-ready, in line with contractual, regulatory, funding, and GDPR requirements.
- Actively support the government's Skills for Jobs agenda by promoting the development of English, mathematics, digital skills, employability, and personal development.
- Engage in continuous professional development (CPD), maintaining occupational competence and identifying personal development needs.
- Participate fully in one-to-one meetings, appraisals, training, standardisation activities, and organisational meetings, taking responsibility for achieving agreed objectives.
- Support organisational activities including learner recruitment, employer engagement, marketing, quality improvement, inductions, audits, and events as required.
- Promote the organisation's services and reputation, supporting learner recruitment, employer engagement, and business growth opportunities.
- Manage complaints, concerns, and feedback in accordance with organisational procedures.
- Work collaboratively across teams, supporting colleagues and contributing to organisational priorities and operational requirements.
- Participate in Business Development Days held annually
- Undertake any other duties commensurate with the level and responsibilities of the role.

Employee Signature		Date	
Managing Director Signature		Date	

Personal Specification

Essential Qualifications

- Relevant vocational qualification.
- GCSE Grade 4/C or above (or equivalent) in English and Mathematics.

Essential Experience

- Experience of working within education, training or youth provision.

Desirable Experience

- Knowledge of Study Programme funding requirements.
- Experience coordinating work experience and employer engagement.
- Experience contributing to Ofsted inspections and quality improvement activities.
- Knowledge of the Gatsby Benchmarks and careers education requirements.

Knowledge and Skills

The successful candidate will demonstrate:

- Excellent teaching, learning and assessment skills.
- Strong classroom management and learner engagement skills.
- Knowledge of safeguarding, Prevent and learner welfare.
- Understanding of DfE Study Programme requirements.
- Knowledge of careers education and progression planning.
- Excellent communication and interpersonal skills.
- Strong organisational and administrative skills.
- Ability to analyse learner performance data and implement improvement strategies.
- Good digital literacy and use of learner management systems.

Key Competencies

- Learner-centred approach.
- Leadership and accountability.
- Professional integrity.
- Excellent communication.
- Coaching and mentoring.
- Organisation and planning.
- Problem solving.
- Teamwork and collaboration.
- Continuous improvement.
- Commitment to equality, diversity and inclusion.