

JOB DESCRIPTION: Tutor

Main Purpose of the Job

Delivery of high quality training courses.

Relationships

Responsible to:	Managing Director
Responsible for:	Own work
Liaison with:	Training Coordinator, Delegates, Staff at course venues

Main tasks of the job

Administration

- Preparation of course materials where relevant.
- Delivery of training in accordance with the relevant course programme.
- Invigilating exams.
- Collecting exam papers.
- Issuing course feedback sheets.
- Attendance at relevant refresher training courses.

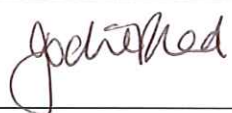
Health and Safety

- The tutor must always familiarise themselves with the welfare and emergency requirements for the training venue, and must communicate this information to delegates.
- Reporting any faulty or defective equipment.

Skills

- Must be an effective communicator.

Approvals

Job Description Approved by:	Jodie Read
Signature:	
Date:	18/01/10.