



Role Title	CIPD Tutor
Contract	Freelance
Salary Range	Hourly Rate Negotiable
Contractual Benefits	Access to Mr Motivator Club

Role Overview	
CIPD Tutor to deliver training on Level 3, 5 and 7 HR and L&D Courses on behalf of We-are-HR	
What you will do:	
<ul style="list-style-type: none"> <li>• Develop course material and deliver classroom-based workshops. Confident to use technology to deliver online sessions.</li> <li>• Support candidates with constructive feedback and guidance to aid their progression</li> <li>• Use the VLE Platform to correspond with Learners and to Assess and Mark formative assessments</li> <li>• Maintain regular contact with learners and deliver high quality learning and development</li> <li>• Attend regular team meetings and standardisation days</li> <li>• Manage your own continued professional development through undertaking relevant training and sharing of best practice</li> <li>• Marking of CIPD Assignments providing positive feedback and supporting areas for improvement.</li> </ul>	
What you will need:	
<ul style="list-style-type: none"> <li>• CIPD level 7 qualified</li> <li>• Previous experience of delivery and assessment of Human Resources/Learning and Development qualifications at Levels 3, 5 &amp; 7</li> <li>• Proven track record of online and face to face delivery</li> <li>• An ability to demonstrate excellent communication skills and the ability to relate to a wide range of people</li> <li>• Have a passion for learning</li> <li>• Ability to work effectively as a member of a team</li> <li>• Well organised and self-reliant</li> <li>• Is personable and engaging</li> </ul>	

- Commitment to high professional and personal standards of work and of conduct
- Good IT skills
- Ability to work independently and be self-motivated

Scale and Fit	
The role reports to (job title):	Managing Director
Base:	Home Based with occasional travel to London
Number of staff: (overall responsibility)	None
Financial Accountability (P&L Capital Budgets)	None

**Equality, Diversity & Inclusion**

All employees have a legal and moral responsibility for ensuring our workplace and services are inclusive, accessible and free of discrimination, harassment and bullying

**Safety & Safeguarding**

All employees have a legal & moral responsibility to promote a safe working environment including safeguarding which is the prevention, detection and referral of abuse or harm.

Enhanced CRB		Date of CRB check	
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Behaviours Key to Role			
Making a difference & improving peoples' lives			
Trusted	√	Driven	
Passionate	√	Brave	
Caring	√	Friendly	√

**Other "Must Haves"**

Capabilities			
Impact and influence	√	Drives performance	√
Driving change		Commercial and Financial acumen	
Customer focus	√	Strategic thinking	
Personal organisation	√	Leadership	

Additional Requirements	Required	Preferred
Technical Skills & Knowledge	<b>Knowledge:</b> Human Resources	<b>Knowledge:</b> All CIPD Programmes

	Learning and Development	<b>Technical Skills:</b> IT Skills
Qualifications	CIPD Level 7 PITILLS/PGCE MA	
Experience	Human Resources Learning and Development	

Core Objectives	Role Objective	Key Performance Indicators
Customer Expectations	To deliver exceptional delivery on the CIPD Level 3,5,7 Programmes	<ul style="list-style-type: none"> <li>• Outstanding level of customer satisfaction</li> <li>• Outstanding level of customer engagement</li> <li>• Low level of customer drop-out</li> </ul>

