



FASHION RETAIL ACADEMY

Job Description and Person Specification

Job title:	Tutor
Level:	Academic
Accountable to:	Subject Leader
Key relationships:	Other Tutors, Subject Leaders, Programme Leaders, Curriculum and Delivery Administrators, Programme Admin Coordinator/Manager, Head of Curriculum & Quality
Salary:	Tutor salary band
Hours:	As contracted

About the FRA:

The Fashion Retail Academy, recently awarded Ofsted Outstanding, is a unique, employer led college. It was founded in 2005 as a unique private-public partnership with investment from the retail industry matched by the government.

We offer a wide range of specialist fashion Diploma, Degree and Short courses, many of these exclusive to the FRA, for students of all ages with start dates throughout the year. Our courses are developed to provide the student with a combination of an in-depth knowledge of Fashion Retail and hands on practical experience of the work environment. Most full-time courses provide a guaranteed work placement with a major high street brand, ensuring graduates leave with a wide range of skills and experience to take them into the workplace.

Our success lies in providing the fastest route to work, simultaneously giving students vocational experience and support to find a job role on graduation.

Purpose of the role:

To deliver outstanding teaching, learning and assessment.

Key accountabilities:

- Effective course delivery
- Teaching and learning planning, preparation, marketing, assessments

FAST FORWARD YOUR FASHION CAREER

www.fashionretailacademy.ac.uk | **T:** 0300 247 4000 | **T:** +44 20 7307 2345 | **E:** info@fra.ac.uk

Fashion Retail Academy, 15 Gresse Street, London W1T 1QL

Registration No. 05507547 Charity No. 1119540



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- Provide the best possible student experience
- To ensure effective attendance monitoring and appropriate follow-up
- Manage academic tutorials

Main areas of responsibilities:

To create effective and stimulating opportunities for learning through high quality teaching that enables the development and progression of all learners:

- Responsibility for the performance of students in subject area, individual pastoral care and academic progress and achievement, to include the necessary and associated administrative duties required.
- Undertake a teaching programme as outlined by the annual plan.
- Prepare and deliver learning, mark and give feedback to students as required, in the designated timeframe and using appropriate documentation and systems.
- Ensure unit/course and other curriculum files and records are maintained to include high quality schemes of work, lesson plans, assessment schedules, course materials and learner progress to date.
- Set, promote and maintain appropriate educational and professional standards of good practice both in own teaching and conduct at the Academy.
- Undertake internal verification to FRA and awarding body required standards.
- Record in an accurate and timely manner, data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
- Support the ongoing development of new and existing courses through new and emerging information and learning technologies.
- Respond to curriculum development and new course initiatives originating within the Academy, or via external agencies and maintain an informed continuous curriculum development programme in relation to exciting provisions.
- Contribute to the work of established course teams, attend the required specific course meetings, e.g. Course Committees, Examination and Assessment Boards, Staff Meetings etc. and maintain documentation and records, using designated systems and appropriate procedures.
- Assist in the recruitment of students, ensuring recruitment and retention targets are met in a fair and inclusive manner.

Other:

- To perform any other duties consistent with this position as may from time to time be assigned to you anywhere within the Academy.
- To be committed to your own professional development through effective use of the Academy's performance review scheme and staff development processes.
- To support the delivery of the Academy's strategy as it relates to this position.
- To work collaboratively with the wider business and support the work of the academic, curriculum and support functions teams as may reasonably be required in the delivery of the Academy's strategic plans.

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- **Safeguarding.** Comply at all times with the FRA's safeguarding policy and play an active role in maintaining and promoting students' safety and security in their learning environment.
- **Equality and diversity.** To be committed, adhere to and promote the Academy's Equality and Diversity policy at all times.
- **Health and Safety.** Abide by and raise awareness of health and safety in line with FRA policy and procedures.
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all FRA's policies, procedures and guidelines with respect to the collection, processing, storing and sharing of all personal information as it relates to this position to comply with the GDPR

This job description should not to be regarded as exclusive or exhaustive. It is intended as a summary outline of the areas of activity and it may be subject to modification from time to time as necessitated by the changing needs of the FRA.

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Person Specification		
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • A relevant professional qualification within subject area or related (or relevant experience) • PTTLs qualification or willingness to study towards one whilst working with the FRA 	<ul style="list-style-type: none"> • Relevant degree or related in subject area • Recognised teaching qualification or working towards one
Knowledge	<ul style="list-style-type: none"> • Up-to-date knowledge of the Fashion Retail industry • Broad knowledge of current theory and practice related to specialist subject area • An interest in and an understanding of how to support students effectively in all aspects of the learning experience • An awareness and understanding of learner needs and how the principles of equal opportunities may be relevant • An awareness of safeguarding and how it relates to this role 	<ul style="list-style-type: none"> • Best practice teaching and learning and classroom management strategies
Experience	<ul style="list-style-type: none"> • Operational experience working in Fashion Retail • Relevant teaching and/or vocational training experience 	<ul style="list-style-type: none"> • Experience of preparing students for formal assessments and exams • Experience of successfully supporting learners in all aspects of the learning experience

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Person Specification		
	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to incorporate theoretical models into industry scenarios/projects • Ability to effectively teach specialist subjects • Ability to produce and maintain high quality learning, teaching and assessment documentation • Ability to maintain accurate records and produce relevant documentation as required • Good pastoral skills • Ability to motivate students • Excellent IT skills • Good interpersonal skills • Excellent written and verbal communication skills • Ability to plan and monitor and have a flexible approach to own workload to ensure deadlines are met • Ability to work effectively as a high functioning team 	<ul style="list-style-type: none"> • Excellent classroom skills with the ability to employ a range of teaching strategies and to support students in the promotion of active learning. • Excellent classroom and behavior management skills
Attributes/ Personal Characteristics	<ul style="list-style-type: none"> • Flexible and collaborative approach • Team player • Commitment to the development and progression of all learners • Actively networking with other industry professionals • Commitment to own professional development • Positive approach to change 	

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Living and practicing the Fashion Retail Academy's values:

PROFESSIONAL – working with the utmost of honesty and integrity in all that we do, we care about the outcome

GOING THE EXTRA MILE – more than a statement, it's a state of mind. We have rigour and a relentless focus on the outcome, exceeding the expectations of our stakeholders.

INSPIRATIONAL – We motivate people to achieve great things and through demonstrating passion in our actions we are role models for others.

FLEXIBLE APPROACH – working collaboratively at all time we are adaptable and responsive to changing circumstances. We think and act creatively and are prepared to find new ways of achieving the outcome.

COLLECTIVE RESPONSIBILITY – every staff member takes responsibility for the FRA's direction of travel and innately understands how their work contributes to our strategic plan.

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