

## **National Pool Management Qualification (NPMQ) National Tutor Job Description**

The main function of the National Tutor (NT) is to effectively deliver the National Pool Management Qualification and provide support, guidance and assessment to candidates taking the award.

The NT will be deployed by IQL UK Ltd and report directly to the organisations Executive Director. The NT must operate in partnership with RLSS UK and IQL UK Ltd to adhere to, and promote our quality assurance policies and procedures.

Courses will be allocated to the NT from IQL UK Ltd and a fee paid on submission of an invoice following completion of the necessary course paperwork.

The role encompasses a number of specific duties and responsibilities:

1. Efficiently and effectively deliver the NPMQ qualification to the leisure industry
2. Lead, support, guide, mentor and assess candidates taking the NPMQ qualification
3. Accurately complete and promptly submit all relevant course and assessment paperwork
4. Demonstrate reflective practice and monitor and report on standards of training and assessment
5. Fully support and where required facilitate Internal and External Verification reviews
6. Act professionally at all times as an ambassador for RLSS UK and IQL UK Ltd and understand the needs and expectations of the leisure sector and our business partners
7. Attend appropriate CPD events and activities and maintain an up-to-date knowledge of all relevant RLSS UK and IQL UK Ltd policies and publications and the legislation and guidelines applicable to the NPMQ qualification<sup>1</sup>
8. Deliver a minimum of two NPMQ courses per annum<sup>1</sup>

<sup>1</sup>To retain your NPMQ NT license you must be actively involved in delivering a minimum of two NPMQ courses and attend a minimum of one face to face CPD event or activity per annum.

This role description is not exhaustive and will be subject to an annual review where revisions may be made to satisfy the needs of the business.

The Royal Life Saving Society UK and IQL UK Ltd reserve the right to suspend Tutors who are subject to an active disciplinary investigation until the outcome of the independent disciplinary panel has been received, at which point, continuance of your NT position may be subject to a formal review.