



Job Description

Job Title: Tutor Adult Community Learning	Grade/ Level: N	Post Number:
Directorate: Routes to Employment	Job Family:	Date Prepared: June 2018

Role reports to (Job Title):
Commissioning Manager, Skills and Employment
*Please attach an organisation chart showing where this job reports within the structure

Job Purpose:

Tutors plan and deliver courses in the community in line with national best practice, with the aim of ensuring that learners learn and progress whatever their starting point.

Teachers must keep up to date with developments in their subject area and new resources. The role involves liaising and networking with other professionals and community stakeholders.

- Key Accountabilities:**
- Work with the team to plan and promote the course/s, meet with possible partners who have a shared client target group, organise delivery and post-delivery communications.
 - Deliver high quality teaching and learning by providing students with a planned learning experience, managing the learning process, guiding and supporting learners, including those with learning disabilities and difficulties
 - Provide pastoral care where relevant to learners in the group
 - Produce schemes of work and lesson plans in accordance with current best practice and appropriate to the programme / curriculum area.
 - Provide assignment and assessment material appropriate to each specific programme and learner. Evaluate and assess the work of students in relation to the programme criteria.
 - Set and assess work and provide opportunities for student feedback.
 - Ensure accurate completion and submission of all relevant learner and course paperwork.

- Engage with the management team to ensure high quality teaching and learning occurs.
- Work towards and exceed if possible, success measures for your groups, becoming familiar with benchmarks and other measures of success.
- Attend programme area/ management meetings and to contribute to the continual quality improvement mechanisms.
- Keep accurate and effective systems of administration which support the learner needs and contract requirements.
- All tutors must maintain their professional development:
 - Start lessons on time
 - Update their knowledge of their subject both practical and theory.
 - Reflect critically on their teaching practice, materials and strategies used and how their own performance can be improved.
 - Discuss lesson observations grades and agree how their performance can be improved and where appropriate agree what actions can be taken for further improvement.
- All tutors must demonstrate good course management
 - Maintain details of attendance, punctuality and absence and ensure these are accurately recorded in up to date registers.
 - Identify and report any patterns of regular non-attendance.
 - Ensure student information is correctly established including learning aims, achievement and changes to learner information including withdrawal, transfer and programme completion.
 - Interview and assess students for their suitability for courses; giving impartial and professional advice, which will meet their educational and vocational needs as a learner.
 - Be responsible for developing and maintaining the definitive course files linked to programmes and courses they are leading.

Supplementary Accountabilities:

- Production of presentations, documents, project plans and spreadsheets
- Undertake any other duties that can be accommodated within the grading of this post
- Health and Safety: the post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the Council to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.
- Equal Opportunities: the Council is committed to a policy of equal opportunities

and all staff are encouraged to play their part in implementing the following Council policy when delivering learning.

Swindon Borough Council is committed to creating an environment whereby no one is discriminated against on the basis of their: race including colour, nationality, ethnic or national origin; sex; being married or in a civil partnership; disability; age; sexual orientation; religion, belief or lack of religion/belief; being or becoming a transsexual person; being pregnant or having a child.

Adult Community Learning is committed to creating a welcoming learning environment by offering a choice of learning opportunities to suit the needs of all members of the community. We will actively promote equal opportunities and good relations between different groups of people.

Our equality duties are to:

- eliminate discrimination
- Promote equal opportunities
- Promote good relations
- Prevent harassment
- Encourage participation in public life.

- **Safeguarding:** Safeguarding is included in all learner inductions and each learner should receive a Learner handbook and a safeguarding card. Swindon Borough Council is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm. 'Safeguarding' encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, and support / safeguarding from drugs and substance abuse, and Prevent. This approach is applicable to all learners, staff, volunteers and visitors to Swindon Borough Council provision.

Job Scope: Number and type of jobs managed:

None

Typical tasks supervised/allocated to others:

None

Job Scope: None

Budget: None

Assets: None

Knowledge and Experience:

- Teaching Qualification
- Level 2 in English and Maths and able to embed English and maths into course delivery
- Some experience of teaching, training peers or transferring skills to others, e.g. training, coaching, mentoring
- Significant and recent work with learners in a relevant context
- An understanding of current developments in related field
- Knowledge and experience of assessment procedures
- Suitability and motivation to work with vulnerable adults
- Experience in the subject curriculum area
- Experience of using the internet and Microsoft Packages, including Word, Excel, Powerpoint, MS Project and Outlook. Be able to integrate IT into course delivery.
- Ability to communicate with others; written, face to face and group presentations
- Good interpersonal skills
- Ability to work as part of a team

- Excellent time keeping and organisational skills
- Ability to work on own initiative
- A confident approach to dealing with learners, partners and colleagues

Decision Making:

- Ability to make basic decisions to ensure all communication is made to the right person/people
- Ability to prioritise own workload to ensure all tasks are completed within the given time frames

Contacts and Relationships:

- Appropriate contacts with service manager and other members of the wider team
- Build relationships with relevant partners to co-design and deliver courses to their client groups.

Creativity and Innovation:

- Have the ability to identify and make suggestions on how the service can be improved
- Be creative in course design and delivery

Job Specific Competencies:

- Good communication skills – both written and verbal
- Good interpersonal skills
- Be willing to work as part of a wider team to ensure the success of the whole department
- Ability to be flexible and adaptable
- Discreet and professional in approach to customers, peers and others
- Professional approach and presentable in appearance

Behavioural competencies



- Self-Awareness – Having an awareness of one’s own behaviour, values, attitudes, strengths and weaknesses. Ability to reflect on one’s behaviours and change them.
- Has Integrity – Authenticity - being yourself and not wanting to look good or avoiding looking bad.
- Collaboration – Giving space to others and not imposing your own views or judgments on others. Enabling development through co-creation and collective learning.
- Meaningful Relationships – Creating and building relationships, being compassionate and accepting of others.

- Resilience – Understanding how to use personal strengths and resources in difficult situations. Keeping a positive outlook and using challenges as an opportunity for personal growth.
- Has clarity of intention - Clear and effective communicator and is purposeful and makes decisions.

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: