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| |  | | --- | |  | | **Tutor**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Tutor  **Service Area: Learning and Employment**  **Directorate: PLACE**  **Team: Continuing Education** | Salary Grade: SO1 |
| **Post Reports to: Advanced Practitioner**  **Post Responsible for:** | |
| **Main Purpose of the Job:**   * The design, planning and delivery of high quality learning. * To work with Advanced Practitioner to effectively promote the benefits of learning that supports an individual’s skill development, their employability and to be economically active and effective members of their organisation and community. | |
| **Summary of responsibilities and key areas:**   * Development of a curriculum relevant to the needs of learners. * Use of appropriate assessment methods to identify learners needs and level of learning. * To provide regular feedback to learners on their progress. * To contribute to the review and evaluation of learning. | |
| **Job activities:**  **Design and planning of curriculum**  1. To contribute to the planning, delivery and organisation of learning that supports the curriculum including schemes of work and session planning.  2. Provide effective information advice and guidance prior to, during and on completion of learning for learners.  3. To undertake initial and diagnostic assessment of learners and use results to inform their personal learning/development plan.  4. To ensure the effective embedding of equality and diversity in to the curriculum.  5. To liaise with other programme areas to ensure learning pathways are available and communicated to learners.  **Delivery of curriculum**  1. Identify and plan to meet the needs of individual learners who may have additional support needs.  2. Ensure risk assessment of the learning space is completed and is suitable to meet the needs of learners.  3. The use of digital technologies is approriate to enhance the learners experience e.g. computers, web access, Optivote, Promethean.  **Evaluation and review**  1. To contribute to the evaluation of the curriculum e.g surveys, focus groups indivdual discussion etc.  2. To participate in improvement activity including observation of teaching and learning.  3. To participate, as required, in internal moderation/verification of all accreditted and non-accreditted programmes.  4. To liaise with Advanced Practitioners and attend team meetings.  5. Review of Individual Learning Plans (ILP) to ensure learners are progressing by setting meaningful targets and reviewing them with learners.  6. As part of the programme teaching team contribute to the quality improvement plan and annual self assessment report.  7. With the Advanced Practitioners monitor enrolments, retention and success rates.  **Quality**  1. To assist Admin staff in completion, as required, of relevant paperwork including enrolment forms, registers, awarding body registrations, and examination results records.  2. To take part in internal verification and moderation procedures as appropriate.  3. To ensure requirements for external testing are applied consistently, including security of examination papers and administering of on-line testing.  4. To carry out administrative duties in respect of the above.  **Other**  1. To undertake to work flexibly, which may include some evening and weekend work.  2. To be aware of accreditation routes.  3. Participate in performance review and continuing professional development of self.  4. Actively promote and implement the Service’s policies for Equality and Diversity, Safeguarding, data protection and security of information. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Of teaching one or more of the following English, ESOL or PSD, Family Learning. | Essential |
| Delivering accredited and non-accredited learning and implementing quality processes for assessment of learner progress. | Essential |
| Of reviewing learning using a range of approaches including surveys, forums, and individual interviews with learners. | Desirable |
| Of developing effective partnerships with employers, community and third sector partners for the delivery of learning. | Desirable |
| Embedding equality and diversity into curriculum development and planning and addressing achievement gaps to ensure learning is inclusive. | Essential |
| Developing a scheme of work and session planning to meet the needs of learners and specifically those with complex needs. | Essential |
| Able to motivate self in a performance focused organisation by setting meaningful targets for learners and reviewing progress. | Essential |
| Apply service policies and procedures to effectively safeguard vulnerable learners. | Essential |
| Effective communication and interpersonal skills in both written and verbal mediums. | Essential |
| Awareness of national developments in learning. | Desirable |
| Curriculum planning, assessment strategies and the use of technology to enhance the learner experience. | Essential |
| Teaching and training qualification at level 3/4 or above e.g. 7307, PGCE, Cert Ed, Bed. | Essential |
| English and Maths to GCSE standard. | Essential |
| Subject specialist qualifications in English, ESOL and/or PSD at level 4/5. | Essential |