

JOB DESCRIPTION

Post Title: ADULT LEARNING TUTOR (QUALIFIED)	
Department: Corporate Core	
Division/Section: Adult Learning Service	Post Grade: 10
Location: Bury Adult Learning Centre & Community-based venues	Post Hours: To be determined
<p>Special Conditions of Service:</p> <p>To be responsible for the completion and submission of such course/student documentation as may be required by service managers, administration teams and management information staff.</p> <p>Some evening work as and when required</p> <p>Adherence to the Professional Standards for Teachers and Trainers in the Lifelong Learning Sector</p> <p>Annual leave not to be taken during the teaching term</p>	
<p>Purpose and Objectives of Post:</p> <p>To deliver courses within the adult and community learning programme using appropriate methods to promote learning and achievement</p> <p>To carry out associated activities related to the preparation, delivery and assessment of learning programmes</p>	
Accountable to:	Director of Corporate Core
Immediately Responsible to:	Curriculum Quality Leader
Immediately Responsible for:	Learners, Learning Support Assistants, Volunteers
<p>Relationships: (Internal and External)</p> <p>Learners and Potential Learners</p> <p>Learning Support Staff</p> <p>Volunteers</p> <p>Senior Adult Learning Managers</p> <p>Curriculum Quality Leaders</p> <p>Centre Supervisors</p> <p>Library staff</p> <p>Examination Officer</p> <p>Members of the Public</p> <p>OFSTED</p>	
<p>Control of Resources:</p> <p>Control of such materials/equipment as may be allocated to the post holder, including computer hardware and software, books, teaching resources.</p>	

Duties/Responsibilities:

- To teach within the curriculum area, to include preparation, delivery, marking and assessment as appropriate
- To design schemes of work for up to 1 year in advance.
- To use teaching methods and styles which promote active learning and encourage learner participation and negotiation in determining individual learning outcomes
- To use a variety of relevant & differentiated teaching methods to enable and support learning
- To evaluate the success of the teaching in relation to all learners and their learning needs and to have in place strategies that ensure maximum retention
- To contribute to measures to improve retention, achievement and success of learners
- To support, encourage and motivate learners on courses to develop broad employability and functional skills as well as achieving their primary learning goals
- To mark and assess learners' assignments and work employing a variety of methods e.g. written, verbal and give regular clear constructive feedback on their progress
- To ensure that assessment processes are accessible to learners and sufficient to meet the demands of quality assurance
- To facilitate access to appropriate accreditation and progression pathways
- To complete relevant administrative processes to a high standard, ensuring accuracy and confidentiality and support data collection to evidence the effectiveness and impact of the service
- To complete course registers accurately, respond to & record action for absences and withdrawals
- To ensure the completion of learner course evaluations/surveys
- To complete course reviews in a timely manner to contribute to the self assessment process
- To maintain a course file and ensure that schemes of work, session plans and all records relating to teaching and learning and achievement are kept up to date
- To take part in lesson observations and respond to development points
- To evaluate teaching sessions and utilise this evaluation in future lesson planning.
- Comply with all quality assurance systems to support service improvement and maintain high standards of delivery in line with the Common Inspection Framework and Awarding Body standards
- To provide information to assist in the promotion of the course for advertising/enrolment and prepare course outlines for the course.
- To carry out induction with learners at the start of their learning.
- To give subject specialist information, advice and support to learners as part of teaching duties, including providing learners with advice at induction and on progression either within the Adult Learning Service or another establishment
- To keep records of learners destinations
- To attend and contribute to staff development and training activities and staff and curriculum meetings
- To undertake performance reviews with Curriculum Quality Leaders
- To adhere to the professional standards for teachers and trainers in education and training developed by the Education and Training Foundation
- To engage in continuous professional development keeping up to date with developments in adult learning including IT and VLE and the subject area and keeping records of personal learning
- To use ICT in teaching and learning e.g. use of interactive whiteboard, internet, web technology and Virtual Learning Environment

- To support and mentor post graduate trainees teachers on placement with the Service as and when appropriate
- To be responsible for the supervision and direction of Learning Support Assistants and volunteers to promote effective learning in the classroom that meets the needs of learners with a diverse range of requirements
- To actively promote equality of opportunity and inclusive learning by removing barriers to learning, encouraging learning autonomy , taking into account cultural diversity
- To select, develop and evaluate resources to ensure that they are inclusive , promote equality and engage with diversity
- To work with colleagues with relevant expertise to identify and address English, maths and language development and other barriers
- To contribute to the development of programmes in response to the needs and interests of adults in target groups and communities to support widening participation
- To support the Service to respond to national and local initiatives that meet government priorities in relation to adult learning.
- To be responsible for the wellbeing of learners throughout the duration of their learning programme
- To be responsible for own health, safety and welfare in accordance with the Council and the Department's safety policies and statutory requirements.
- To promote health and safety effectively to all learners (including activity risk assessment , incident reporting, compliance with health and safety requirements and emergency evacuation procedures
- To comply with instructions in the tutor handbook.

Safeguarding:

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Equality Diversity and Inclusion:

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Health and Safety:

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

These duties and responsibilities apply equally to qualification courses and non-qualification courses.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR COMMUNITIES AND WELLBEING
ADULT LEARNING TUTORS

CORE BEHAVIOURS FOR THE POST (Please tick those relevant)			
<u>Commercial Thinking & Analysis</u>		<u>Planning</u>	<u>✓</u>
<u>Customer Service</u>		<u>Developing Self & Others</u>	<u>✓</u>
<u>Delivering Results</u>	<u>✓</u>	<u>Teams, Networking & Partnerships</u>	<u>✓</u>
<u>Values, Ethics & Diversity</u>	<u>✓</u>	<u>Adapting to Change</u>	<u>✓</u>
<u>Delivering a Quality Service(Continuous Improvement)</u>	<u>✓</u>		

SHORT LISTING CRITERIA	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>Minimum level 4 Certificate in Education and Training for maths, English and ESOL posts</u>	<u>✓</u>	
<u>Minimum level 3 Award in Education and Training for all other subject posts</u>	<u>✓</u>	
<i>Recognised qualification in the subject specialism.</i>	<u>✓</u>	
<i>Level 2 in English (or equivalent)</i>	<u>✓</u>	
<i>Level 2 in maths (or equivalent) or be willing to work towards.</i>	<u>✓</u>	
<i>An understanding of safeguarding and its practical application within the learning environment</i>	<u>✓</u>	
<i>An understanding of inclusive learning and equal opportunity strategies.</i>	<u>✓</u>	
<i>Ability to monitor and evaluate own practice and continuously develop ability to enhance learning.</i>	<u>✓</u>	
<i>Experience in delivering subject specialism to post-16 learners</i>	<u>✓</u>	
<i>Experience of supporting a wide range of adult learners in their development of skills, confidence and knowledge.</i>		<u>✓</u>

<i>Ability to plan courses / schemes of work and develop teaching resources which are relevant to the needs of learners</i>	<u>✓</u>	
<i>Ability to use assessment, recording progress and feedback to support the achievement of individual learning outcomes.</i>	<u>✓</u>	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

<u>ASSESSMENT METHOD</u>	<u>CRITERIA</u>
<u>Application form and interview</u>	<u>Highly developed communication skills.</u>
<u>Interview</u>	<u>Ability to share good practice with others and engage in continuous professional development through reflection, evaluation and research.</u>

