**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | **Part-time Tutor: Non- vocational Courses** |

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| **Directorate:** | **Education, Skills & Early Years** | **Division/Section:** | Lifelong Learning |
| **Grade:** | Lifelong Learning Tutor Pay Scale – Points 1 to 6 | **JE Reference:** |  |

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| **Job Purpose** |
| To deliver the allocated teaching hours to learners, to comply with the quality standards of the Service and to ensure high quality teaching, learning and assessment associated with the post. |
| **Key Tasks** |
| |  |  | | --- | --- | |  | | | 1. | To deliver the allocated class teaching hours to learners. | | 2. | To prepare schemes of work, lesson plans and relevant resources for the course/s. | | 3. | To attend enrolment sessions as required. | | 4. | To complete all appropriate administrative tasks, including completion of registers, learner agreement forms, risk assessments and records for the teaching and learning file (TLC) in line with RARPA. | | 5. | To undertake an initial assessment and ongoing assessments for individual learners. | | 6. | To set and mark learners’ work as appropriate and provide individual / group feedback to support learning in order to ensure progress. | | 7. | To ensure that an individual learner needs are met and progress is monitored and recorded and is reflected in lesson planning. | | 8. | To ensure that each session is evaluated, practice reflects changes and impacts on improvement. | | 9. | In consultation with learners, complete the course review and return to manager in order to inform curriculum improvements and planning. | | 10. | To attend three curriculum development meetings per year and syllabus support meetings as required or appropriate. | | 11 | To maintain the quality standards of the Service. | | 12. | To participate in the appraisal system as required and to undertake Professional Development as appropriate. | |

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| **Standard Duties:** |

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| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** Senior Managers, Managers and Programme Leaders, Support staff, Partners |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:** | Curriculum Manager |
| **Responsible for:** | N/A |

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| **Special Conditions:**  None |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we have translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | **21st June 2007** | Caroline Ballard | Quality, MIS & Marketing Coordinator |
| **Reviewed** | 10th March 2009 | SMT | SMT |
| **Reviewed** | 27th September 2012 | SMT | SMT |
| **Reviewed** | 15th June 2015 | SMT | SMT |
| **Reviewed** | January 2019 | CI | Assistant Head of Service |
| **Reviewed** | January 2024 | CI | Assistant Head of Service |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** | |
| Education & Qualifications | Relevant subject qualification at level 3 or equivalent  Relevant teaching qualification e.g. DTLLS, PGCE, Cert. Ed., C& G 7307, B. Ed or willingness to achieve minimum qualification within 12 months  Demonstration of a commitment to Continuing Professional Development |  | **Essential** | **Desirable** |
| AF & C  AF,C & I  AF |  |
| **Experience** | Experience of teaching adults | Experience of working with parents/carers in urban areas with complex needs and social disadvantage  Experience of using ICT to support teaching, learning and assessment  Experience of working with learners who are seeking employment  Experience of working with communities to deliver outreach and responsive provision | AF& I | AF & I  AF & I  AF & I  AF & I |
| **Skills & Abilities** | Ability to motivate adults to learn  Analytical skills and demonstration of critical thinking  Highly developed written and practical skills to promote learning  Good planning, communication, organisational and administrative skills  Ability to develop syllabi and plan lessons accordingly  Ability to undertake individual assessment and give constructive feedback to learners  Ability to facilitate group discussion and learning  Ability to deliver teaching in an anti-oppressive way |  | AF, I, P & Micro Teach  AF & P  A F, I & P  AF, I & P  AF, I & P  AF & I  AF, I & P  AF, I |  |
| **Knowledge** | Understanding of the impact on adults returning to education  Knowledge of quality improvement and assurance systems  Understanding of the widening participation agenda and the inclusive approach to teaching and learning | Understanding of how adults learn  Knowledge of accreditation procedures  Understanding of the context of Further Education in a Community setting | AF, I & P  AF & I  AF & I | I  AF  AF |
| Work Circumstances | May be required to work some evenings and weekends to meet the needs of the service  Must be able to commute effectively between different parts of the borough |  | AF  AF |  |
| **SPECIAL CONDITIONS** | Basic DBS Disclosure is required |  |  |  |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our** [**Guaranteed Assessment Scheme**](https://greater.jobs/content/13405/greater-manchester-guaranteed-assessment-scheme) **and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.**