

**SOUTHEND ON SEA BOROUGH COUNCIL**

**Southend Adult Community College**

**JOB PROFILE/JOB DESCRIPTION**

Job Title	Tutor (Part time)
Reports To	Head of Adult Employability and Skills
Level	Scale 1-6 £27,103 – £34,375 (pro rata for part time posts) Dependent on qualifications and experience
Hours	0.6 fte 22.20
Main Purpose of the Job	To plan, teach and evaluate courses and to deliver high quality and inclusive learning opportunities. To support curriculum management on curriculum and course development. To fully participate in the quality assurance and improvement processes and procedures To support the achievement of annual targets.
Principle accountabilities and responsibilities	<ul style="list-style-type: none"> <li>• To ensure that at all times duties are carried out with due regard to the College policies and procedures including Safeguarding and Prevent</li> <li>• To teach learners effectively for an agreed scheduled timetable of class contact hours across all delivery sites. On occasion, these duties may include assessment of WBL.</li> <li>• Undertake an annual teaching commitment of 820 hours (pro rata for fractional tutors)</li> <li>• To interview and provide initial assessment and guidance to learners.</li> <li>• To monitor, evaluate and assess individual learner progress and achievement, including internal quality assurance as required, to required standards</li> <li>• To develop and lead courses under the supervision of a line manager.</li> <li>• To contribute to the College's quality initiatives including self-assessment, observation, appraisal and the mentoring and support of part-time tutors/assessors.</li> <li>• To contribute to cross-service team initiatives, such as behavioral management strategies</li> <li>• To produce course documentation such as schemes of work, lesson plans, tracking of</li> </ul>

	<p>individual learner progress, and participate in the development of teaching materials and resources, including use of Information Learning Technologies.</p> <ul style="list-style-type: none"> <li>• To teach programmes appropriate to the needs, aspirations and levels of competence of learners.</li> <li>• To prepare up to date teaching materials relevant to the needs of learners.</li> <li>• To monitor learners' attendance and progress, maintain records, and prepare reports and where appropriate keep own records and contribute to an efficient service-wide record keeping system.</li> <li>• To participate in course development and review.</li> <li>• To work or liaise with additional learning support and other tutors and job mentors for referral purposes as appropriate.</li> <li>• To contribute to and take up staff development opportunities.</li> <li>• To participate in curriculum development, including integrating blended learning methodologies in order to meet learner needs, promote achievement and develop progression opportunities.</li> <li>• To assist with related teaching tasks such as, but not limited to, attending parent evenings, exam invigilation, induction events, award ceremonies. Where specific care is needed, personal care and supervision outside of lessons.</li> <li>• To assist in publicity and marketing of the college and its services.</li> <li>• To carry out such duties as the line manager shall from time to time require.</li> <li>• Agree personal work objectives with the line manager and to regularly review progress towards their achievement.</li> <li>• Carry out duties with due regard to the Council's Customer Care, Equality &amp; Diversity, Information Governance, Data Protection and Health and Safety policies and procedures.</li> <li>• Undertake any other duties commensurate with the level of the post, including cross-service responsibilities as agreed with the line manager.</li> </ul>
	<p><b>College wide responsibilities and behaviours:</b></p> <ul style="list-style-type: none"> <li>• Staff have a responsibility and duty of care to safeguard and promote the welfare of pupils and staff. Staff must be aware of the systems within the</li> </ul>

	<p>College which support safeguarding and must act in accordance with the College's Safeguarding &amp; Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.</p> <ul style="list-style-type: none"> <li>• Staff are responsible for their own health and safety in the workplace and that of other staff, students and visitors to our sites and must adhere to policies and procedures</li> <li>• Staff are required to consider sustainability of resources and the potential impact on the environment, in the workplace.</li> <li>• Staff wellbeing is promoted in the workplace, creating an environment of positive mental health awareness and caring for others as part of our duty of care.</li> <li>• Staff have a responsibility and duty of care to ensure we promote a culture of inclusion. Staff should be aware of Equal Opportunities good practice and adhere to the Council and College requirements for Diversity; to implement this in all aspects of working practice and promote it in the team and workplace.</li> <li>• This role requires DBS clearance, appropriate to the function.</li> <li>• This job description does not form part of your Contract of Employment.</li> </ul> <p>Evening and occasional weekend working will be required</p>
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		METHOD OF ASSESSMENT ✓		
		Application Form	Interview	Test
<b>EDUCATION &amp; PROFESSIONAL QUALIFICATIONS</b>				
	A degree or equivalent experience	✓		
	A teaching qualification relevant for working in FE or Adult and Community Learning or commitment to gain one within two years	✓		
	Level 2 Maths and English, minimum GSCE grade C or equivalent (or commitment to gain one within 2 years).	✓		
<b>EXPERIENCE</b>				
	Recent experience of teaching adults and/or young people	✓	✓	
	In-depth and practical knowledge of a subject	✓	✓	
	Experience of embedding maths, English and employability into teaching	✓	✓	
<b>SKILLS &amp; ABILITIES</b>				
	Ability to plan and deliver inspirational teaching/training and learning sessions appropriate to adults and young people from a variety of cultural and educational backgrounds using a variety of teaching methods currently considered good practice.	✓	✓	
	Ability to develop effective teaching materials of a high standard and appropriate to the needs of learners.	✓	✓	
	Ability to evaluate and track learner progress.	✓	✓	
	Ability to assess learner work for accreditation if appropriate for the course.	✓	✓	
	Ability to use ICT and e-learning in teaching, course planning and administration.	✓	✓	
	Ability to model teaching practice, mentor and support other teachers to improve their teaching practice and contribute towards a CPD programme.	✓	✓	

	Effective communication and inter-personal skills including standard of English appropriate to the post.	✓	✓	
	Good organisational skills	✓	✓	
	Ability to work under pressure with changing priorities	✓	✓	
	<b>KNOWLEDGE</b>			
	Evidence of continuing professional development	✓	✓	
	Understanding of the importance of retention and achievement and how to maximise these.	✓	✓	
	The Common Inspection Framework relating to adult and community learning	✓	✓	✓
	Local and national priorities for adult and community learning	✓	✓	✓
	<b>EQUAL OPPORTUNITIES &amp; CUSTOMER CARE</b>			
	An understanding of the equal opportunities policy of the Service and experience of implementing it	✓	✓	
	<b>SPECIAL REQUIREMENTS</b>			
	Evidence of eligibility to work in the UK.	✓		

***This role requires an Enhanced Disclosure from the Disclosure and Barring Service.***