

# **SOUTHEND ON SEA BOROUGH COUNCIL**

## **Southend Adult Community College**

### **JOB PROFILE**

#### **JOB DESCRIPTION**

Job Title	Tutor
Reports To	Head of Department
Level	AE Scale 1-4
Main Purpose of the Job	To facilitate learning and develop the potential of each student
Key Responsibilities	<p>Design and Plan course</p> <p>Prepare course information sheets</p> <p>Develop learning materials</p> <p>Develop sessions to standards of quality required by the college and use variety of methods.</p> <p>To conduct induction with students</p> <p>Maintain class records</p> <p>To assess progress and provide feedback within teaching time.</p> <p>To elicit feedback from students</p> <p>To ensure the safety of the learner</p> <p>To develop professionally both in your subject and teaching skills.</p> <p>To mark assignments with written feedback and return promptly.</p> <p>To be familiar with Equal Opportunities good practice and a with the Council requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace</p> <p>To be aware of Health and Safety responsibilities in the College, and their role in contributing to the 'Safe Learner'.</p> <p>To be familiar with College policies and procedures on Safeguarding and their individual responsibilities.</p>
Responsibility for Resources	N/A

## PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How evidenced.
Qualifications or membership to a Registered Body	<ul style="list-style-type: none"> <li>City and Guilds PTTLS to be achieved within one year of starting the post.</li> <li>Degree in English or Maths (Skills for Life Literacy and Numeracy courses)</li> <li>Certification in Education</li> <li>Appropriate subject qualification</li> <li>Level 4 Subject Specialism (Skills for Life)</li> <li>GCSE A-C English and Maths or National literacy and numeracy tests to be achieved at Level 2 within one year of starting post</li> </ul>	<div>√</div> <div></div> <div></div> <div>√</div> <div>√</div> <div>√</div>	<div></div> <div>√</div> <div>√</div> <div></div> <div></div> <div></div>	<div>Certificate</div> <div>Certificate</div> <div>Certificate</div> <div></div> <div>Certificate</div> <div>Certificate</div>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the demands of the current adult education system</li> </ul>	<div>√</div>		Letter & Interview
Experience	<ul style="list-style-type: none"> <li>Working in a team environment</li> <li>Commitment to continuous professional development (CPD)</li> </ul>	<div>√</div> <div>√</div>		<div>Letter</div> <div>Application</div>
Council Competencies	<b>Planning and Performing</b> <ul style="list-style-type: none"> <li>Sets clearly defined objectives</li> <li>Manages time effectively and ins punctual</li> <li>Follows procedures/policies and keeps to schedules</li> <li>Complies with legal and safety requirements.</li> </ul>	<div>√</div> <div>√</div> <div>√</div> <div>√</div>		<div>Interview</div> <div>Interview</div> <div>Letter</div> <div>Letter</div>

