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**Job Description**

**Lifelong Learning Tutor**

Responsible to: **Community Hub Manager**

Job purpose: **To enable students to achieve success, by providing high**

**quality teaching and professional and caring support.**

**Key Duties**

**Teaching Responsibilities:**

Enable effective and enjoyable learning by students, through:

* Effective planning of lessons and use of resources
* Delivery of high quality teaching, based on best practice
* Providing feedback to students, including marking & assessment
* Communicating and co-operating with persons or bodies outside of the College, if necessary
* Keeping up-to-date with teaching practices and with subject area
* Providing subject-specific support for individual students
* Participating in arrangements for preparing students for public examinations or external moderation, if relevant to the subject.

**Departmental Responsibilities:**

Contribute to the success of the department, through

* Contributing to departmental scheme of work
* Carrying out curriculum development work
* Constructive participation in departmental meetings
* Supporting colleagues and sharing resources/ideas.

**Quality:**

* Participate in professional development reviews and staff development activities.
* Contribute to college and departmental self-assessment / planning.

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal.

*This job description is provided to assist the post-holder in knowing what his/her main duties are. From time to time these duties may be changed as the requirements of the job change.**Updated: July 2017*