

SOUTHEND ON SEA BOROUGH COUNCIL

Southend Adult Community College

JOB PROFILE

JOB DESCRIPTION

Job Title	Hourly paid tutor
Reports To	Programme Manager
Level	AE points 1 – 4: Bands A – C Dependent on qualifications and contracted courses
Hours	Flexible up to a maximum of 18 hours a week
Main Purpose of the Job	<ol style="list-style-type: none">1. To plan, teach and evaluate courses and to deliver high quality and inclusive learning opportunities.2. To support curriculum management on curriculum and course development3. To fully participate in the quality assurance and improvement processes and procedures4. To support the achievement of annual targets
Principle accountabilities and responsibilities	<ol style="list-style-type: none">1. To ensure that at all times duties are carried out with due regard to the College policies and procedures including Safeguarding and Prevent2. 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.3. Undertake an agreed schedule of work commensurate with the needs of the College4. To interview and provide initial assessment and guidance to learners.5. To monitor, evaluate and assess individual learner progress and achievement, including internal quality assurance as required6. To develop and lead courses under the supervision of a line manager.7. To contribute to the College's quality initiatives including self-assessment, observation, appraisal and the mentoring and support of part-time tutors.8. To contribute to cross-service team initiatives, such as behavioural management strategies9. To produce course documentation such as schemes of work, lesson plans, tracking of individual learner progress, and participate in the development of teaching materials and resources, including use of Information Learning Technologies.10. To teach programmes appropriate to the needs, aspirations and levels of competence of learners.11. To prepare up to date teaching materials relevant to the needs of learners.12. 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.13. To participate in course development and review.

	<ul style="list-style-type: none"> 14. To work or liaise with learning support and other tutors and job mentors for referral purposes as appropriate. 15. To attend meetings and staff development commensurate with the agreed work schedule. 16. To participate in curriculum development, including integrating blended learning methodologies in order to meet learner needs, promote achievement and develop progression opportunities. 17. 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. 18. To assist in publicity and marketing of the college and its services 19. To carry out such duties as the line manager shall from time to time require. 20. Agree personal work objectives with the line manager and to regularly review progress towards their achievement. 21. Carry out duties with due regard to the Council's Customer Care, Equality & Diversity, Information Governance, Data Protection and Health and Safety policies and procedures. 22. Undertake any other duties commensurate with the level of the post, including cross-service responsibilities as agreed with the line manager.
	Evening and occasional weekend working will be required

		METHOD OF ASSESSMENT ✓		
		Application Form	Interview	Test
	EDUCATION & PROFESSIONAL QUALIFICATIONS			
	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).	✓		
	EXPERIENCE			
	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	✓	✓	
	SKILLS & ABILITIES			
	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	✓	✓	
	KNOWLEDGE			
	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	✓	✓	✓
	EQUAL OPPORTUNITIES & CUSTOMER CARE			
	An understanding of the equal opportunities policy of the Service and experience of implementing it	✓	✓	
	SPECIAL REQUIREMENTS			
	Evidence of eligibility to work in the UK.	✓		

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