



The South Westmorland Multi-Academy Trust

Job Description – Adult Education Tutor

POST: **Adult Education Tutor** with responsibility for planning, preparing and delivering educational courses for Dallam Community's adult learners

SALARY: £22 per hour for teaching time

LOCATION: Dallam School's Milnthorpe and Heversham sites

WORKING PATTERN: Part-time. Weekly day/evening classes and/or one-day workshops

CONTRACT DURATION: 10 month fixed term contract

JOB PURPOSE: The post holder will contribute to Dallam School's Adult Education programme, helping us to build on our excellent reputation as a place of learning for the local community and encouraging old and new learners alike to continue to access our courses. The post holder will be responsible for planning and delivering their own high quality course(s) for adults in their given subject.

SPECIFIC TASKS RELATED TO JOB PURPOSE:

- A. To demonstrate a passion and sound working knowledge of your given subject(s)
- B. To produce interesting and varied course content around your given subject(s) that will inspire adult learners to keep learning and develop their skills in the given subject
- C. To deliver engaging course content with enthusiasm and passion
- D. To tailor course content for the audience in order to ensure all learners are able to benefit from the course
- E. To maintain a friendly but professional relationship with the learners which puts learners at their ease and allows them to enjoy the learning experience
- F. To ensure that learners understand the need to be open and respectful towards others in order to maintain a relaxed, informal learning environment

- G. To assist with marketing your course(s) by producing concise course information sheet(s) that will explain what you will be teaching
- H. To produce a scheme of works outlining the weekly lesson plan for your course(s) each term
- I. To monitor class attendance by taking a weekly register for your course(s)
- J. To commit to the teaching schedule for the course and notify staff at your earliest opportunity if you are unable to attend a class and, where possible, arrange a replacement session
- K. To encourage learners to build on their learning by enrolling onto a follow-on course where possible
- L. To demonstrate good organisational skills and time management in order to ensure you always arrive punctually and well-prepared for lessons
- M. To uphold a consistently high standard of teaching and support to your learners
- N. To maintain the ethos and standards of Dallam School at all times

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This Job Description and Person Specification may be renegotiated by the Headteacher if the Academy faces changing circumstances.

The South Westmorland Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. SWMAT and Dallam School exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our learners as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Signed *Dated*