



JOB DESCRIPTION

Oldham College

Job Title:	Programme Tutor – English		
Department:	English and Maths	Job Ref:	
Grade:	CT 23-30	Position Type:	Academic
Responsible to:	Programme Leader – English	Responsible for:	Teaching and Learning

Job Description

Main Purpose of Role

- To deliver high quality teaching and support to learners 16-18 and adults for English Functional Skills and GCSE.
- To track and monitor learners progress
- To encourage learners to be independent and use the skills from English in the world outside college.

Main Duties and Responsibilities

Preparation and Teaching

- Ensure learners are set targets that add value, enable the achievement of stretching learning goals and are provided with the necessary support to assist them in successfully completing their programmes.
- Be aware of Key Performance Indicators and targets within the area and monitor regularly.
- Develop innovative and stimulating teaching, learning and assessment materials for use in a range of delivery modes, in addition to a commitment to teaching and learning development, e.g. peer observation and CPD related activity.
- Design and deliver a flexible and relevant range of provision to meet the needs of the learners, employers and members of the communities of Oldham.
- Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.
- Maintain current and appropriate resources for all course units on the College VLE and develop flexible opportunities for delivery and catch up.
- Prepare suitable materials/activities for independent and differentiated learning ensuring students have guided access to materials/activities relevant to their courses.

Student Progress & Achievement

- Ensure that all administrative records, systems and support requirements e.g. examinations entries are accurately maintained to meet the requirements/ standards internally and by external agencies.
- Track and monitor learners progress to elevate them in their grades and scores from entry.

Curriculum Development and Quality Assurance

- Participate in the development and delivery of Faculty and Cross College marketing and promotion activities.
- Maintain systems for course and student management including the pastoral entitlement, VITAL, progress reviewing, maintaining ILP's, internal and external verifications, and Quality Assurance Processes.
- Where appropriate be a subject/personal tutor to a group or groups of students and fulfill the associated responsibilities regarding target setting, reviewing progress, guidance and counseling, action planning, feedback and progression guidance and support, etc.
- Undertake IV as required.
- Enroll students and complete registers in a timely manner.
- Improve quality in area of responsibility through actions following feedback of students, line manager, peers and quality processes.
- Participate in Faculty and Cross-college development initiatives including, as required, showcasing teaching and learning materials/methods used within own courses.
- Maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.

Team Responsibilities

- Maintain professional and vocational currency through CPD, professional updating & contribute to the development of others as required.
- Ensure that equality of opportunity is fully reflected in all aspects of the work.
- Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; the students' charter; equal opportunities and other appropriate statutory obligations.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Celle Charlesworth – Director for English, Maths and ESOL	Date:	24.02.2025
Reviewed By:		Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION
POST: Programme Tutor- English

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
ESSENTIAL:	
Grade C/4 in Mathematics or Level 2 Functional Skills	*
Grade C/4 in English or Level 2 Functional Skills	*
Level 3 qualification in English or related subject	*
DESIRABLE	
A Degree, or working towards one.	
A recognised teaching support or mentoring qualification	
A recognised teaching qualification	
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Experience of working in a support, mentoring or educator role	*
Experience of working with young people in a learning environment	*
Demonstrates sufficient understanding of curriculum area and examination frameworks	*
Experience of providing excellent customer service	*
Able to assess learner progress and provide high-quality, targeted feedback so that learners can identify what they have achieved and their next steps	*
Demonstrates strong interpersonal skills and communication skills	*
Able to build and maintain effective relationships with staff, students and key stakeholders to support engagement and learner progress	
Understanding of the key factors that impact upon student learning and progress	
Understanding of behaviour management strategies that contribute towards a purposeful learning environment	

Demonstrates effective ICT skills and understand of ICT systems and processes to support communications and progress tracking	
Understanding of inclusion and strategies for ensuring this	
<i><u>Other Work Related Requirements</u></i>	
ESSENTIAL:	
Ability to work occasional evenings, Saturdays, on a rota basis as required	
Suitability to work with children	