

Job Title: Tutor of Italian

Responsible to: Head of Curriculum - Languages

Purpose: To provide high-quality teaching to classes of adult learners within the context of our Higher-education division

Responsibilities:

- To plan and deliver Italian lessons for a variety of abilities
 - To send class materials and set up homework after lessons and send relevant information to current students
 - To establish good relationships with learners which promotes the achievement of learning
 - To devise coherent schemes of work and lesson plans that meet the needs of learners and have clearly identified aims and objectives which are shared and negotiated with the learners
 - Carry out individual initial assessments of learners as appropriate including learning support needs.
 - Create opportunities for students to bond and create good relationships with other students
 - To choose a variety of teaching and learning methods which are appropriate for the subject being studied and individual learners. Ensure equal opportunities are promoted
 - To provide course information and supplementary publicity
 - To provide information and advice to prospective learners
 - To track and record individual learner's progress and achievements as appropriate
 - To ensure all necessary administration connected with the course is completed including registers and risk assessments
 - To attend meetings and relevant training, to include internal and external verification procedures as necessary
 - To prioritise the safeguarding of all students and participating in training on safeguarding matters
 - To contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not
 - Any other tasks reasonably required by the Principal/Director
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