

**Job Title:** Tutor of Languages (German, Italian, Spanish)

**Salary:** SP1 (2 hours per week – day tbc, Evening)

**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 German, Italian or Spanish 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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