

PART TIME ADULT EDUCATION TUTORS JOB DESCRIPTION

**RESPONSIBILITIES:**

- a) To provide course information and supplementary publicity
- b) To provide information and advice to prospective learners
- c) To establish good relationships with learners which promotes the achievement of learning
- d) 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
- e) Where required carry out individual initial assessments of learners as appropriate including learning support needs. This could include assessments of learning styles, literacy and numeracy for SFA funded courses
- f) Refer students (on certificated courses) as appropriate to College support services via the Student Support Administrator e.g. learning support, counselling, hardship, childcare, and for any issues related to access of college resources
- g) 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
- h) To upload learning materials and additional study resources to our VLE which at least meet the minimum standard.
- i) To devise assessments which are at an appropriate standard, and assess the learners against the aims and objectives of the programme and, where necessary, meet awarding body requirements as appropriate
- j) To include a regular schedule of setting, marking and returning work to learners within agreed deadlines as appropriate
- k) Track and record individual learner's progress and achievements as appropriate
- l) To carry out scholarly activity and maintain professional currency as appropriate
- m) To ensure all necessary administration connected with the course is completed including registers and risk assessments
- n) Read the Health & Safety Policy in the Staff File and observe the regulations paying particular regard to the health and safety of all learners
- o) To attend meetings and relevant training, to include internal and external verification procedures as necessary
- p) Prioritising the safeguarding of all students and participate in training on safeguarding matters.
- q) Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- r) Any duties as may reasonably be required by the Principal

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**Conditions of Service**

This is a fixed term appointment, starting in September 2021.

Salary scales will be based on the 6<sup>th</sup> Form Teachers Pay Spine, which is currently SP4 - £30.25 per hour.

Teaching Staff Conditions of Service will apply.

**PERSON SPECIFICATION**  
**Job Title: Adult Education Teacher**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b>Qualifications/ Experience</b>	<p>Hold a qualification in a related/relevant discipline at least one level above the qualification being delivered and/or possess demonstrable experience (of more than 3 years) or knowledge of the subject area</p> <p>GCSE English and Mathematics at Grade C or above or an equivalent level 2 qualification</p>	<p>*Teaching qualification (PTLLS, DTLLS, Cert Ed or equivalent</p> <p>Evidence of recent professional development in subject area.</p> <p>Some teaching experience with adults</p>	<p>Application form and certificates</p> <p>Application form and certificates</p> <p>Application Form</p>
<b>Additional Skills and Abilities</b>	<p>Ability to listen and relate well to people from a wide range of backgrounds</p> <p>Excellent communication skills both written and verbal</p> <p>Ability to facilitate adult learning</p> <p>To be well organised in the planning and organisation of learning</p> <p>Accurate recording of information</p> <p>To display a commitment to the protection and safeguarding of children and vulnerable adults</p> <p>To display a commitment to meeting the individual needs of each student; to respect diversity , advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not</p>	<p>IT skills.</p>	<p>Interview and reference</p> <p>Presentation and application form</p> <p>Interview</p>
<b>Other Attributes/ Characteristics</b>	<p>Willingness to work evenings and weekends if necessary</p> <p>Willingness to undertake training.</p> <p>Flexibility</p> <p>Ability to work as part of a team</p> <p>Enthusiasm for subject</p> <p>Awareness of Equal Opportunity issues</p> <p>Commitment to the protection and safeguarding of young people and vulnerable adults</p> <p>Commitment to meeting the individual needs of each student, respecting diversity and ensuring equality of opportunity</p>		<p>Application form</p> <p>Interview and reference</p> <p>Reference</p> <p>Interview and reference</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>