

## Job Description

<b>Job Title:</b>	<b>Tutor</b>
<b>Grade:</b>	<b>Academic lecturers scale</b>
<b>Hours:</b>	<b>Part-time sessional</b>
<b>Location:</b>	<b>Sutton / Wallington centres / Outreach venues</b>
<b>Department:</b>	<b>Curriculum</b>
<b>Responsible to:</b>	<b>Programme or Curriculum Leader</b>
<b>Last updated:</b>	<b>June 2019</b>

### OVERALL PURPOSE OF JOB

To teach on College courses as agreed with your Line Manager.

To contribute to curriculum development in your subject.

To be responsible for Quality Assurance of your teaching.

### MAIN DUTIES AND RESPONSIBILITIES

1. To plan, prepare, deliver and evaluate a course(s) of learning for learners taking into consideration exam and or internal college syllabi.
2. To promote high attendance to College target and departmental target with all learners.
3. To provide detailed syllabus/course outline information and an initial scheme of work for each course before commencement and update/maintain them as part of the course documentation files.
4. To prepare appropriate plans and learning materials for each session, to make them available for monitoring or lesson observation visits and to maintain them as part of the course documentation files.
5. To ensure all learning materials are available for learners via the College's online learning platform, keeping it up to date and relevant so that it encourages learners to extend their learning beyond the classroom and they develop independent learning skills.
6. To give subject specialist information, advice and support to learners as part of teaching duties, including providing learners with advice on progression, either within this College or at another establishment.
7. To monitor, mark and assess learners' work and progress and maintain such records as appropriate and to prepare learners for exams and accreditation. To return the work within 10 days as appropriate.

8. To mark the register accurately at the start of each session and use the register in the event of a fire or other emergency.
9. To ensure that learners complete all of the relevant administrative documentation, including Learning Programme Agreements, payment of fees, etc.
10. To keep learners' records as required by the College, including initial assessment and Learning Agreements records; Individual Learning Plans and progress records; exit info for learners leaving a course, wherever possible.
11. To monitor and evaluate courses and to provide feedback to the programme or curriculum leader as requested, thus taking responsibility for the quality of your teaching.
12. To ensure that all equipment and facilities are used appropriately and safely.
13. To ensure that the post holder pays due regard to and fully supports the College's, LEA's and LSC's policies, including Equality & Diversity, Health & Safety, DDA, Quality Assurance, etc, and carry out the duties required.
14. To attend and contribute to at least two curriculum meetings per academic year and a minimum of one staff training day per academic year.
15. To assist with enrolment and recruitment procedures as appropriate.
16. To ensure continuing professional/curriculum development and to participate in training where appropriate, keeping up to date with your own subject(s) as well as national and local developments in adult learning.
17. To contribute to the College's marketing, promotions and customer standards whenever possible and providing feedback to the College.
18. To support the programme / curriculum leader in the successful operational management of the curriculum area.
19. To carry out other such duties as may be required from time to time by the Principal.

## **GENERAL DUTIES**

20. To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy.
21. To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements.
22. To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of subordinate staff where appropriate.

23. To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures.
24. To be a proactive and effective team member working flexibly and efficiently toward the achievements of the department targets leading to the overall College strategic targets.
25. To undertake any other such comparable duties as may be reasonably required by the Line Manager or his/her delegated deputy.

#### **TO BE COMPLETED BY THE JOB HOLDER**

**I agree the above job description:**

Signature Job holder:		Date:	
Name of Job Holder:			

#### **TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:**

Signature Line Manager:		Date:	
Job title:			

This job description is subject to regular review / update as necessary.

## Person Specification

**Job Title:** TUTOR

**Last Updated:** June 2019

	<i><b>ESSENTIAL</b></i>	<i><b>DESIRABLE</b></i>	<i><b>HOW ASSESSED</b></i>
<b>QUALIFICATIONS</b>			
Level 2 (GCSE or equivalent) qualifications in English & Mathematics or willingness to obtain within the first 18 months of employment.	✓		A / I
An appropriate teaching qualification for the Post 16 Sector (e.g. DET / Cert. Ed. or equivalent) and/or willingness to complete a L3 qualification within the 1 <sup>st</sup> year of appointment	✓		A / I
A qualification in the subject specialism (to at least Level 4 e.g. HND, 1st Degree), or an in-depth knowledge and substantial experience in the subject area.	✓		A / I
<b>EXPERIENCE</b>			
Experience of working in a post-16 educational organisation		✓	A / I
Experience of teaching / training or working with groups of adults in the appropriate field.	✓		A / I
Experience of working with a wide range of learners, with different abilities and needs and ensuring they are able to achieve		✓	A / I
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
An understanding of the principles underpinning teaching adults i.e. planning, delivery, assessment and evaluation of learning.	✓		A / I
An awareness of different learning strategies and teaching methods suitable for teaching a diverse range of abilities.	✓		A / I
Knowledge of current developments in the FE/Adult sector & curriculum.	✓		A / I
Strong organisational skills with an ability to manage a varied workload and meet deadlines	✓		A / I
Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Drive and management information systems	✓		A / I
Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences	✓		A / I
<b>PERSONAL / OTHER QUALITIES</b>			
Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality & diversity in line with the College PRIDE values	✓		A / I

	<b><i>ESSENTIAL</i></b>	<b><i>DESIRABLE</i></b>	<b><i>HOW ASSESSED</i></b>
Can demonstrate a commitment to safeguarding and PREVENT duty	✓		A / I
Commitment to own learning and development, with evidence of CPD	✓		A / I
Excellent interpersonal skills	✓		A / I
Commitment to teamwork, ability to work flexibly and under pressure	✓		A / I
An excellent team player with a willingness to contribute to the development of the College	✓		A / I

A = Application      I = Interview