

# A JOB DESCRIPTION

**Department:** Adults and Communities

**Job Title:** ADULT LEARNING TUTOR

**Grade:** 8 (Qualified)

**Post Number:**

**Service/Section:** Adult Learning Service

**Base/Location:** Various Locations

**Responsible to:** Adult Learning Manager (Curriculum)/Adult Learning Co-ordinators

**Responsible for:** Planning and delivery of teaching and learning programmes and appropriate support activities

**Liaison with:** Learners  
Adult Learning Managers/Co-ordinators  
Administrative and clerical staff  
Support workers, if appropriate  
Tutor colleagues  
Related organisations and agencies

**Job Purpose:**

- To create effective and stimulating opportunities for learning through high quality teaching that enables the development and progression of all learners

**MAIN DUTIES AND RESPONSIBILITIES as related to the professional standards for teachers, tutors and trainers in the lifelong learning sector:**

1. **Teaching Duties**

- To provide course information as required prior to the start of the course
- To prepare scheme of work to include course learning outcomes, assessment and evaluation methods and resource requirements
- Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge
- To arrive early, prior to the start of the class (approximately 20 mins before) and prepare the room and resources required for teaching to start on time
- To provide an effective induction for learners both to the centre and the requirements of the course

- Create an environment where learners can reach their full potential and teaching and learning is outstanding
- To provide information, advice and guidance to learners including appropriate referral for Learning Support or Skills for Life)(Maths, English and ICT)
- To carry out and record initial and ongoing assessment in order to identify-learning and support needs
- To carry out and record initial and ongoing assessment using fair and appropriate methods.
- Provide constructive and timely feedback to learners, to support progression and achievement and celebrate success
- To ensure that the requirements of Accrediting Bodies are fulfilled (if appropriate)
- To enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge, negotiating individual learning outcomes and content as appropriate
- To plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment
- To use a variety of relevant and innovative teaching methods to enable and support differentiated learning, including the appropriate use of ICT in the classroom
- To promote the benefits of technology and support learners in its use, including use of class pages on the adult learning platform to support learners between classes
- To review and evaluate learning and teaching in order to plan for improvement

## • **2. Other teaching related duties**

- To value and promote social and cultural diversity, equality of opportunity and inclusion
- To promote health and safety effectively to all learners (including activity risk-assessment, incident reporting, compliance with health and safety requirements and emergency evacuation procedures)
- To complete course registers accurately and undertake other record-keeping as required, using online methods where appropriate
- To maintain a course folder with required records
- To provide an online tutor course review and evaluation report immediately after the end of each course
- To monitor whole group performance data and take appropriate action to any issues identified:
  - Setting and achieving Learning Aims
  - Retention rates
  - Achievement rates
  - Success rates

## 3. **Continuing Professional Development and Training**

- Develop deep and critically informed knowledge and understanding in theory and practice through:
  - Participation in tutor briefings and curriculum meetings as agreed
  - Keeping up-to-date with developments and teaching approaches in the specialist curriculum area and in adult learning generally
  - Participation in the agreed scheme for Performance and Development Review, Supervision, Staff Development and Training

- Participation in mandatory staff training and other quality improvement activities, as identified
- Evaluation of your practice with others and assessment of its impact on learning

**And in addition:**

- To comply with relevant County Council policies and procedures
- To do all that is reasonably practicable to maintain a safe and healthy working environment, having regard to appropriate risk assessments and ensuring compliance with County Council and statutory requirements
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised trade unions.

**Special Factors:**

**Subject to the duration of the need, the special conditions given below apply:**

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced/~~Standard~~/~~Basic~~ level by the Disclosure and Barring Service regarding any previous criminal record.

**“Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.”**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

# A PERSON SPECIFICATION

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	Essential	Desirable	How assessed
<b><u>Qualifications for Grade 8</u></b>			
A nationally approved teaching qualification, ITQ Level 3 or equivalent. Will need to achieve an ITQ Level 4 qualification or be working towards one, in the first 2 years of employment	✓		App/Doc
A relevant and approved subject qualification	✓		App/Doc
Good functional skills (to at least NVQ Level 2 or above in Maths, English and ICT (or evidence of competence)	✓		App/Int/Do c
Ability to use ICT for both professional communications, using email and attachments and the adult learning platform and also as a teaching method	✓		App/Int/Do c
<b><u>Experience</u></b>			
Recent involvement in teaching, learning and training or an active engagement with a subject/skill specialism	✓		App/Int
Application of assessment, review and evaluation of learning		✓	App/Test

Experience of giving information and advice in a learning context		✓	App
<b><u>Knowledge</u></b>			
Subject expertise to an appropriate level	✓		App
Professional Teaching and Learning standards	✓		App
Awareness of health & safety and equality & diversity issues	✓		Test/Int
Understanding of the nature of adult learning including any learning support requirements		✓	App/Int
Understanding of RARPA (Recognising and Recording Progress and Achievement)		✓	App/Int

Awareness of national issues regarding adult learning		✓	App/Int
<b><u>Skills</u></b>			
Effective communication/interpersonal skills	✓		App/Int/Test
Ability to use a variety of relevant teaching methods to support learning including the use of e-learning technology or a commitment to develop these skills	✓		Test Int
Recognition of role of functional skills in successful learning and ability to teach these within the context of own subject	✓		Int
<b><u>Attributes</u></b>			
Inclusive positive approach/response to varied groups of individuals and commitment to personalised learning	✓		Test/Int

A commitment to lifelong learning including own personal and professional development to meet service and quality improvement requirements and professional codes of practice	✓		App/Int
Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge	✓		App/Int
<b>General Circumstances</b>			
A flexible approach to working, including out-of-hours, and an ability and willingness to travel to various locations	✓		App/Int
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<b><u>Factors not already covered</u></b>			
<b>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</b>	✓		

**App = Application Form**

**Test = Test \***

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**

**\* The test applying to this post is a micro-teach, details with invitation to interview**