

APPENDIX G – Job Profile

1. JOB TITLE

Job Title: Adult Learning Tutor **Reports to:** Curriculum Manager

Service: Community Learning and Skills **Date:** June 2014
Cultural Services
Customers and Communities

2. JOB PURPOSE

To plan and deliver a high quality learning course(s) for adults in a subject(s) of which they have specialist knowledge as part of the Community Learning and Skills annual course programme.

3. PRINCIPAL ACCOUNTABILITIES:

- 1 Design a structured teaching programme for each course, in agreement with curriculum staff, that reflects the published subject and level and that will match the needs of learners using appropriate Schemes of Work and Lesson Plans and relevant teaching materials.
- 2 Using appropriate teaching methods to promote cultural diversity, assess each learner's prior knowledge and skills, establish their learning needs at the start of the course, monitor their progress session by session and, together with individual learners, evaluate achievement at course end.
- 3 Develop learners' confidence and self-esteem, and, where appropriate, facilitate the integration of learners with additional needs, learning difficulty or disability. Ensure that each learner's contribution is recognised and valued and create a climate conducive to the learning needs of adults.
- 4 If allocated, direct, train and advise course learning assistants, models, volunteer tutors and other volunteers to ensure that learners gain maximum benefit from the team approach to learning that this offers and that a high standard is maintained by all staff involved in the course.
- 5 Contribute to curriculum development as part of the Service commitment to a cycle of continuous improvement through personal development, best practice and attendance at meetings and training events.
- 6 Provide pre- and post-course information and advice, enabling learners to enrol with confidence knowing that the course will be appropriate for their needs and ensure learners are aware of potential progression routes to enhance their learning.

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- 7 Complete and maintain a Course File, which includes the Course Evidence Book, giving details of the work covered with the learners during the course, e.g. Scheme of Work, Lesson Plan, Course Induction Checklist, Individual Learning Plan, Course Risk Assessment and Tutor Course Review and Evaluation. Complete the class register accurately and promptly and distribute local information provided by Centre/Curriculum staff to learners.

- 8 Implement Surrey County Council's Equality and Diversity, Ending Harassment, Bullying and Discrimination, Health & Safety and other relevant Council policies in working with learners and support staff identified in 4 above. In particular, complete a health and safety risk assessment for all activities being undertaken in the classroom, so that staff and learners are offered the maximum protection from accident and injury.

4. WORK CONTEXT

Community Learning and Skills has seven dedicated centres in Surrey. In addition it also hires or works from approximately 50 further venues each year. It delivers some 2500 courses comprising both a published course programme and a set of bespoke courses that are designed to meet the needs of individual groups of adults in the community.

There are four main teams that make up Community Learning and Skills:

1. **Curriculum** who look at curriculum planning and delivery, quality improvement and the provision of extensive course offer and the management of tutors employed in the Service;
2. **Learning Services** who are responsible for the customers experience with the service, enrolment, the environment the course is delivered in, and associated administrative processes;
3. **Information, Technology and Funding Team** who look after the Management Information System, and the provision of technology associated with Learning;
4. **Business Development Team** who look after the marketing, business development and growth in income generation. The financial and business analysis functions are directly led by the Principal.

Within the Curriculum Team, Community Learning and Skills employs up to 500 part-time tutors each year to deliver its learning programme for adults. Courses are offered in a wide range of subjects including art, craft, languages, exercise, dance and supported learning. They vary in length and time of day, but a typical course could be over one or two terms for two hours per week.

Each tutor has to have a qualification in teaching adults and has to demonstrate a thorough understanding of their subject including current awareness and a commitment to continuous professional development. Community Learning and Skills along with its tutors are subject to external inspection by Ofsted (Office for Standards in Education, Children's Services and Skills) and it's requirements, which has vigorous standards in assessing the quality of teaching delivery. Failure to achieve and maintain those standards will result in the removal of the Government subsidy that allows adult learning to be provided.

In order to support tutors and to provide tutors with the necessary operational framework to deliver high quality teaching and learning the Service has developed a detailed Tutor Handbook. This includes the Tutor Performance and Development Review Process.

Whilst tutors are part of the curriculum team, they do have to work largely alone in the classroom with learners and occasionally with support staff (see 3.4 above) and might only meet with their curriculum manager once or twice a year. Teaching may be in one of services centres, but courses are also provided in approximately 50 other locations such as village halls and community centres.

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5. DIMENSIONS

Financial:

Not applicable.

Non-Financial:

Teaching adults in classes of, normally, up to 15 learners.

6. PERSON SPECIFICATION

Education, Training and Work Qualifications

Professional qualification in subject in which teaching is to be undertaken.

C & G 7303 – Preparing to Teach in the Lifelong Learning Sector (PTLLS) or Level 3 Award in Education and Training/Level 4 Certificate in Education and Training (QCF)

City & Guilds 7305 – Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or Level 5 Diploma in Education and Training (QCF)

Method of Assessment

Qualification certificate

Knowledge

Provable knowledge of subject(s) in which teaching to be undertaken. Knowledge of current teaching methods, including Functional Skills, associated with course subject.

Interview – illustrated experience

Skills and Abilities

Demonstrable quality adult teaching skills including ability to assess individual needs and development.

Sound administrative skills including record keeping.

IT skills.

Interview & references

Relevant Experience

Some experience of teaching/training adults.

Work in education/training sector.

Interview & references