



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Adult Education Tutor – Accredited Courses

**DEPARTMENT:** Communities, Economy & Transport

**LOCATION:** Various (including online/blended)

**GRADE:** Single Status 7

**RESPONSIBLE TO:** Business Development Coordinator / Learning and Development Coordinator

### **Purpose of the Role:**

To provide high quality learning experiences for all students enrolled on ACRES' accredited courses implementing the key tasks and responsibilities to enable students to achieve their learning goals and progress to their next steps.

### **Key tasks:**

1. Provide a high level of customer service to students, staff and external contacts within agreed departmental and organisational practices, procedures and agreed timescales, creating an effective and appropriate learning environment (online, face to face, blended) to enable students to achieve their learning outcomes and aspirations and taking responsibility for referring student and external contact enquiries to the Line Manager or other ACRES' staff as appropriate
2. Provide timely and accurate information in writing and verbally as required to all students and relevant staff in the context of teaching, learning and assessment to include constructive, evaluative feedback discussions and advice on policies and procedures. e.g. Risk Assessment, Health & Safety guidelines, safeguarding, exam regulations etc
3. Support the review of service provision in the context of teaching, learning and assessment, make recommendations for improvements/developments and action and embed changes as appropriate
4. Produce, maintain and embed information and data such as Schemes of Learning and Session Plans, evaluating these as appropriate and completing relevant assessment tracking records which indicate how the identified individual needs of students will be met and embedded to enable robust evaluative judgements of

progress, using required systems and technology as appropriate, complying with relevant Awarding Organisation and Quality Assurance frameworks to ensure continual quality improvement and to build on identified best practice.

5. Participate in meetings, programme planning discussions, mentoring sessions and organisational development initiatives in conjunction with relevant management or project leads, conducting research and analysis as appropriate, suggesting recommendations for approval.
6. Plan and organise your own and others workloads, having regard to the effective use of resources and safe working practices in order to plan, deliver and evaluate teaching, learning and assessment as set out in the Letter of Engagement. Manage support staff or volunteers in a learning setting to ensure learning is targeted appropriately for all students. Ensure robust assessment of student progress from the initial diagnostic stage through to summative assessment to support students to achieve their optimum potential in the associated accreditation, adjusting planning accordingly to meet individual learning needs.
7. Ensure effective use of resources and activities in the context of teaching, learning and assessment to support cost effective delivery and appropriate use of funding.
8. Ensure you follow all organisational policies and comply with any legal duties of the service, as appropriate to the role e.g Equality and Diversity, GDPR etc
9. Support the marketing and promotion of ACRES' courses as appropriate, working with staff and managers to establish relevant promotional strategies, enabling viable courses to support students to progress and achieve their goals
10. Maintain an awareness of the Complaints policy listening to concerns or issues from students and signposting as appropriate.
11. Ensure ongoing professional development through participation in relevant staff and curriculum meetings / discussions (including with peers) and undertaking any relevant continued professional development as agreed

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

**JOB TITLE:** Adult Education Tutor – Accredited Courses

**GRADE:** Single Status 7

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

Ability to:

- Embed developed ICT skills to be effectively integrated within teaching, learning and assessment
- Manage own time effectively and organise own workload to meet deadlines
- Use own initiative to solve problems
- Deal with conflicting demands
- Maintain attention to detail and a high level of accuracy
- Respond to challenge and requests for change in a professional and courteous manner
- Demonstrate agility to enable versatility to adapt to ongoing change, proactively suggesting ideas for ongoing development
- Embed excellent communication, interpersonal and negotiation skills to work with and influence people at all levels in accurate spoken English
- Lead, develop and motivate students to achieve their identified learning outcomes through the planning and assessing of differentiated learning outcomes
- Assess learning and progress from diagnostic, initial assessment through to formative and summative assessment using the findings to support differentiation and on-going teaching, learning and assessment strategies, pace and challenge and to make objective judgements on learner progress and achievement
- Accurately record and analyse data to ensure progression and achievement can be robustly assessed
- Analyse and adapt teaching and learning strategies and select resources in order to meet student need and act upon feedback, including design and delivery of blended learning solutions as required
- Work to, implement and provide basic advice and guidance on relevant organisational procedures, policies and practice conversing at ease with all students and staff

**Essential education and qualifications.**

These criteria will be evidenced via certificates

- QCF Level 4 or equivalent qualifications
- QCF Level 2 qualification in English and Maths
- Relevant teaching qualification
- Relevant curriculum qualification (Level 3 if teaching GCSEs)

**Desirable education and qualifications.**

These criteria will be evidenced via certificates, or at interview

- Assessor's Award or able to evidence equivalent knowledge and skills

**Essential knowledge**

These criteria will be assessed at the application and interview stage

- Good knowledge of Microsoft Office or equivalent eg Google Suite (in particular Outlook/Gmail, word/Google Docs and Excel/Google sheets)
- Good Knowledge of Google Meet or equivalent to successfully lead or participate in virtual communications
- Expert current knowledge of relevant curriculum specialism, including understanding of and compliance with all associated policies and regulations
- Work collaboratively with ACRES' management to ensure robust risk assessment of teaching and learning to include Health & Safety and Safeguarding of all staff and students, in both face to face and online settings

**Desirable knowledge**

These criteria will be assessed at the application and interview stage

- Good knowledge of the services provided by ACRES

### Essential experience

These criteria will be assessed at the application and interview stage

- Experience of Google Meet or equivalent to successfully manage virtual communications
- Experience of using Microsoft Office or equivalent eg Google Suite (in particular Outlook/Gmail, word/Google Docs and Excel/Google sheets)
- Expert current experience of relevant curriculum specialism
- Experience in planning, delivering and evaluating courses that meet the needs of individuals and enables robust assessment of, and assessment for, learning
- Experience of working within robust internal and external quality assurance and regulatory frameworks
- Experience of embedding literacy, numeracy and digital skills within teaching and learning

### Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of working with adult students including managing diverse student learning needs
- Experience of supervising or managing support staff or volunteers in a learning setting

### Other essential criteria

These criteria will be assessed at the application and interview stage

- Very good interpersonal skills enabling effective communication at all levels
- Ability to self-reflect and assess own practice, engaging in professional discussion to act upon constructive evaluative feedback to continually improve
- A strong commitment to the promotion of equality and diversity
- Ability to work within a team collaborating and sharing ideas to facilitate ongoing development including peer support where necessary
- Flexibly meet the student or organisational need in response to demand for learning (eg. mode and location of learning)
- Full driving licence or the ability to meet the travel requirements of the role

**Date (drawn up):** April 2021, May 2021

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:** 12239

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes/No
Working with children/vulnerable adults	Yes/No
Moving & handling operations	Yes/No
Occupational Driving	Yes/No
Lone Working	Yes/No
Working at height	Yes/No
Shift / night work	Yes/No
Working with hazardous substances	Yes/No
Using power tools	Yes/No
Exposure to noise and /or vibration	Yes/No
Food handling	Yes/No
Exposure to blood /body fluids	Yes/No