



# Recruitment Information Booklet

Tutor of  
Accredited  
Essential Skills English



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# Welcome to ACRES

Dear Candidate,

We are delighted you are interested in applying for a role with us here at ACRES, and I thank you for taking the time to discover more about us.

I am incredibly proud of ACRES, our staff and our students. I feel truly privileged to lead a team of happy, professional individuals with a common purpose to positively impact both students and communities by providing high-quality, inspiring and challenging learning.

We are passionate about making a difference and enabling lifelong learning for everyone. We take great pride in ensuring high-quality learning outcomes, taking into account individual needs to best support achievement, success and progression.

Many of our students tell us that they choose us not purely for the opportunities we offer. They will cite the care, and attention received, the further opportunities discovered through learning, the people met along the way, the enjoyment experienced in learning, being supported and challenged, and their results.

Both the dedication and commitment of our team and our students are evident. Having developed that thirst for learning and the enjoyment and success they experience, many of our students return year on year to continue developing their knowledge and skills.

Being a smaller organisation enables many of us to get to know and support you individually, and we will work together to continue to develop a forward-thinking, nurturing learning environment and organisation.

So, to conclude, we are an energetic, visionary, professional, caring team working to provide the best learning experience and opportunities for our students and our partners. ACRES is an organisation where staff and students feel valued, supported and empowered to achieve the best possible outcomes.

We are excited to welcome new staff to join us on our onward journey through these rapidly changing times. Change brings opportunity, and so if you are looking to make a difference, we really would love to hear from you.

With kind regards,

Helen D'Silva  
ACRES' Adult Learning Manager

# Tutor of Essential Skills English

<b>Hours</b>	Part-Time
<b>Start Date</b>	July 2024 onwards (Teaching from September 24)
<b>Contract</b>	PRO-RATA (generally TERM TIME ONLY)
<b>Salary</b>	You will be paid pro-rata per course Full-Time Equivalent Salary is £27,861 - £29,783
<b>Qualifications</b>	4/C grade in GCSE English and Maths or equivalent qualifications Relevant Teaching Qualification e.g. AET, PGCE and Assessors Award or equivalent
<b>Experience</b>	Relevant subject teaching experience
<b>Commitment</b>	At least one course per term. With course type, level and duration determined by demand
<b>Course information</b>	<p>You may be offered one or more courses from the following course types:</p> <p><b><u>Accredited Course (starting in September)</u></b></p> <p>2 to 2.25 hours per week teaching 2 to 2.25 hours per week planning, preparations and assessment Duration 32 weeks Daytime or evening, face to face in locations across the county</p> <p><b><u>Partnership courses (starting as required throughout the year)</u></b></p> <p>1 to 2.25 hours per week teaching 1 to 2.25 hours per week planning, preparations and assessment Duration various up to 12 weeks Daytime or evening, face to face in locations across the county</p> <p><b><u>Additional Paid hours</u></b></p> <p>Team meetings Professional development</p>
<b>What we are asking for</b>	<p>A positive attitude towards improving everyday literacy skills of learners who are harder to reach and/or have a range of additional learning needs (Profound &amp; Multiple Learning disabilities (PMLD)), to aid integration into the local community.</p> <p>Advocates of lifelong learning and the positive impacts it can have on quality of life and employment opportunities</p>

The ability to meet the knowledge, skills and experience required of this fulfilling and rewarding role and a positive attitude towards opportunities presented for further CPD

A desire to meet the needs and aspirations of all learners differentiating learning according to individual starting points and progress

Someone who enjoys working collaboratively to ensure the best possible learning experience for all.

# The Application and Appointment Arrangements

Thank you for reading the information in this booklet. We hope you are keen to apply to join our dedicated team, and we look forward to receiving your application.

## IMPORTANT INFORMATION

### 1. Complete ALL sections of the application form.

Completing the full ESCC job application form will enable us to shortlist effectively and appropriately. You can upload your CV, however, we will not use this during the shortlisting process. We will only access the completed application. Complete the application as fully as you can to show us how you meet the requirements of this role and how you will be suitable for this role.

### 2. EVIDENCE how your skills and experience meet the Job Criteria

We will be unable to objectively shortlist your application and potentially invite you for an interview if you fail to evidence how you meet all the Essential Criteria requirements of the role.

To complete the 'Why would you be suitable for the role?' section of the application, map your current and previous experience directly to the JOB DESCRIPTION and PERSON SPECIFICATION and give specific examples to demonstrate how you meet each of the criteria

**The closing date** for receipt of completed applications is **Sunday 14th April 2024**.

Applications received after this time will not be considered.

**Shortlisting** will take place promptly after the closing date. If you are short-listed for the post, we will contact you as soon as possible to invite you to an interview.

**Interviews** will take place week commencing 22nd & 29th April 2024.

## Further information

If you have any questions about the role or the application process, or if you have any difficulties completing the application, please do contact us by emailing [acresrecruitment@acres.org.uk](mailto:acresrecruitment@acres.org.uk) in the first instance, leaving your name and preferred contact number if you would like us to call you. One of our team will then be in touch as soon as they are able.

# The Interview Process

We look forward to welcoming short-listed candidates to interview.

1. All interviews will take place **at ACRES' House**.

## What can you expect from your interview?

**Time** Please allow for approximately 1.5 - 2 hours for your interview

**The interview panel** You will be interviewed by a member of the Business Development Team and a member of the Learning and Development Team. There will also be two staff members who will act as students for the micro-teach.

## The structure of the interview

1. Welcome and Introductions (5 mins)
2. A brief overview of ACRES (5 mins)
3. Micro-teach (45 mins)
4. Competency-based panel interview discussion (up to 1 hour)
5. Opportunity to ask further questions (5 -10 mins)

**The Micro-teach** This is a short lesson on a topic taken from the subject curriculum at an agreed qualification level. It is an opportunity for the interview panel to observe you teaching a small group of students. The expectation is that it will be planned, prepared, delivered and assessed as an actual lesson might be.

**The Competency-based panel interview** You will be asked a series of questions which will enable us to further explore your suitability for the role. The questions will be mapped to competencies within the ESCC Job Description, Person Specification and in relation to your Micro Teach session.

Please note: East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

# About ACRES

ACRES was established in 2005 and is a consortium of colleges within Uckfield, Heathfield, Hailsham, Wadhurst (Uplands) and Battle (Claverham), and has a strong presence in Crowborough. We provide high-quality adult learning provision (for students aged 19+) in response to the needs and interests of our students and communities. We offer daytime and evening learning opportunities in outreach community venues and our colleges and provide online learning, including some blended learning opportunities, to ensure we are accessible to all.

We are externally quality assured by Ofsted and Matrix and are proud to be recognised by Ofsted as continuing to be a good provider of adult learning opportunities and to continue to secure the Matrix accreditation for the high-quality information and advice we provide to our students. During self-assessment or external evaluation, it is clear that the success of ACRES is underpinned by the positive relationships between leaders, managers, tutors and students, and we will continue in our pursuit of outstanding teaching, learning and assessment.

## Our Mission, Vision & Values

**Our Vision** High-quality learning focussing on individual needs and aspirations enables our learners to fulfil their potential and celebrate achievement.

**Our Mission** To have a positive impact on all adult learners, communities and businesses through outstanding learning that inspires and challenges.

- **Achieve:** Support all learners in achieving their personal learning goals and put their needs at the centre of all we do
- **Communities:** Nurture and develop partnerships within our communities to widen access to learning opportunities, bringing new opportunities and changing lives
- **Respect:** Maintain an open, honest, accountable and fair approach in all our dealings with staff, learners, partners and stakeholders, respecting and valuing all learners and staff equally
- **Excellence:** Achieve and maintain consistently high and professional standards throughout our provision
- **Sustainability:** Contribute to sustainability by making efficient and effective use of resources

## Department Structure and Organisation

The world of adult learning is an exciting, challenging and extremely rewarding area in which to work. In times of persistent change and challenge, we are proud to be recognised as an innovative and forward-thinking organisation working to ensure ACRES remains successful in meeting the ever-changing needs of our students. As an ACRES tutor, your role is critical in helping us move our organisation forward, to equip and enable us to deliver viable learning solutions for all our learners. In doing so we recognise the importance and value of the continual development of our staff to continue to be equipped to embrace change.

We're continuously transforming the way we operate to constantly improve our ability to meet the challenges and seize the opportunities within the adult learning arena to reach our goal of being recognised as an outstanding provider of adult learning. We are very proud of how we have already positioned ourselves and extremely excited about where we are headed.

We employ sessional tutors delivering a diverse range of courses. We are exceptionally proud of our staff team here at ACRES. We have an amazing team who work together collaboratively to support and develop one another to continually improve and develop our organisation and to ensure we continue to provide the high standards of teaching, learning and assessment we pride ourselves on.

We are ordinarily based at our Head Office in Uckfield, with Evening Administrators based in the colleges in the evenings or at weekends when our classes are taking place. However, in response to the COVID-19 pandemic, our onsite working patterns are currently variable, with many staff continuing to work remotely from home.

### ACRES' Structure Chart



Your role as a tutor will involve working with all departments during the academic year. Below is a summary of the support you will receive from each one:

**ACRES Adult Learning Manager** is our Head of Service and is responsible for the leadership and strategic direction of our service, accountable to the ACRES' Board, made up of the Principals of each of our consortium colleges and a representative from ESCC. They are responsible, with the Board, for compiling our strategic plan, underpinned by our Vision, Mission and Values and a suite of policies and procedures to support our service.

They have ultimate responsibility for the management and development of our staff and the intent of our programme and service, evaluating its success and directing ongoing change management as a result of insightful organisational self-assessment, engaging in professional networking within and beyond the sector to support organisational development. They develop and monitor our Quality Assurance framework, produce our Self Assessment Report and Quality Improvement Plan and act as Nominee at inspection.

Working closely with our Business Support Manager, they produce and monitor a robust business plan, manage the budget and undertake financial modelling to support ongoing strategic direction, ensure the effective delivery of our ESFA contract, ensure our programme will generate the funding identified and that all contractual requirements of the ESFA are met.

They have ultimate responsibility to ensure all legislative data and records are accurate, robustly monitored and maintained in accordance with ESFA / other governing bodies' requirements (e.g. JCQ, OfQual, Awarding Bodies etc) and for ensuring our whole service is delivered in compliance with ACRES' and Local Authority (ESCC) policies and procedures.

They also act as our Designated Safeguarding Lead (DSL).

**The Business Support Manager** is responsible for budget management, including income generation, financial planning, business modelling, budget monitoring and analysis. Together with the Adult Learning Manager, they will undertake research and performance analysis in support of service development.

They are also responsible for the reconciliation, preparation and reporting of financial returns and accounts to ensure these operate within budgetary constraints and in accordance with regulatory requirements and timescales, including the timely and accurate submission of funding returns, ensuring data integrity and forecasting of performance against targets.

They have accounting and reporting responsibility for ACRES, including responsibility for ACRES' Procurement Card and financial transactions within SAP, adhering to procurement

processes and working with internal and external partners and stakeholders to ensure value for money, having a positive impact on required business initiatives.

**The Business Development Team** is responsible for developing and implementing the ACRES curriculum. The programme is planned following a robust national and local needs analysis and has a clear rationale based on intent and impact.

As a tutor, you will interact with the Business Development team to the greatest extent at the development stage of the programme. We feel it is important to consider all the stakeholders involved in the course set-up and delivery and as such, your input will be sought and very much taken into account before any decisions are taken on the structure of the final programme. Your feedback both during and at the end of the course will also be invaluable in informing future planning. We will ensure that you will have the appropriate venues and resources and will continue to support you throughout the academic year with the implementation of your course content and examinations.

**The Learning and Development (L&D) Team** will be supporting you with the planning, assessing, recording and delivery of your course.

Before you start teaching with us, you will have blended induction and precourse mentoring sessions (either one-to-one or in a small group) to introduce you to ACRES and some of the ways we work, as well as to help you access and complete the online planning and assessment documents; evaluate students' initial assessments to inform ongoing planning and differentiation; plan your first session and how to use your online register, to ensure you are fully supported and ready to start your course.

You will then be allocated an L&D Partner who will work with and support you in all aspects of planning, recording, teaching, learning, evaluating and assessing your sessions throughout your time teaching with us.

To ensure you are able to access and use the different IT applications required to plan, set up and deliver your course, you will be given ongoing training and support on your ACRES' Google Apps (e.g. Mail, Drive and Meet), other relevant software programmes and any digital resources you are allocated or need to use.

We will ensure you have ongoing professional development and support, which will be informed by a developmental and evaluative observation and feedback process, which is aligned and quality assured against the Education Inspection Framework (EIF) to ensure the process is robust and objective.

You will be given the opportunity to attend peer and group mentoring and training sessions so you can share experiences, techniques, resources and best practices to expand your knowledge and skills in all aspects of teaching and learning.

**Exams Officer** The Exams Officer is responsible for all exam and assessment activities across the academic year, including qualification approvals, registrations and entries, invigilation and exam day tasks, results and post results.

The Exams Officer will work with you, providing you with the qualification specification, sample papers and access to the Awarding Organisation's resources and assessment materials, as well as informing you of the dates for the exams, deadlines for entries and the process for supporting students in respect of any access arrangement and reasonable adjustments required.

## The Administration Team (daytime and evening)

**Daytime Office Manager** The ACRES' Admin team will be here to support you throughout your course, from the printing or photocopying of documents; issuing you with the resources you need to deliver your course, including your registers; to keeping you up to date with student information. We are also available to assist with any salary queries you may have in the first instance and support you if we need to cancel any planned sessions. We aim to be your first point of contact when you need any kind of assistance, and we promise to always do this with a smile.

**Evening Office Manager** Our Evening Admin team are here to support you on-site when teaching in our consortium college premises. As a new tutor, you will hear from our Evening Office Manager with a welcome, introductory email detailing the Centre Administrator assigned to the college you are working in, relevant college details, including room allocation, college refreshment times, photocopying arrangements, IT passwords/Wi-fi access, resources, emergency arrangements, security gates and parking information.

Once you are teaching, you will receive timely support from our Centre Administrator in the college you are working in with matters such as student attendance, the following up of student absences, maintaining registers, managing emergency procedures, allocation of resources, provision of student support, problem-solving whilst on site acting as a liaison between ACRES and the community college staff teams as well as providing refreshments for you and your students at break times.

## Contact us

Recruitment email: [acresrecruitment@acres.org.uk](mailto:acresrecruitment@acres.org.uk)

Telephone: 01825 761820

Website: [www.acreslearning.org.uk](http://www.acreslearning.org.uk)

Adult College for Rural East Sussex (ACRES)  
ACRES' House, Uckfield College,  
Downsview Crescent,  
Uckfield, East Sussex TN22 3DJ

