



Recruitment Information Booklet

Tutor of Digital Skills
(Essential & Employment)

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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 extremely proud of our team, our students and our organisation as a whole and feel truly privileged to lead a team who are happy, caring, professional individuals, with a common purpose to positively impact all adult students and communities through the provision of high-quality inspiring and challenging learning.

We are passionate about making a difference and enabling lifelong learning for everyone. Our whole team takes great pride to ensure high-quality learning outcomes, taking into account individual needs to ensure students are equipped and supported to achieve and often exceed their goals and progress to their chosen next steps.

Many of our students tell us that they choose us not purely for the opportunities we offer but based on the care and attention they receive, the further opportunities they discover through learning, the people they meet along the way, the enjoyment of learning that they experience, the supportive way in which they are challenged and the results they achieve.

The dedication and commitment of our team and our students is a recipe for success and many of our students, having developed that thirst for learning and the enjoyment and success they experience, return year on year to continue to develop their knowledge and skills.

Being a smaller organisation enables many of us to get to know and support you individually, as we work together to continually develop a forward-thinking, nurturing, learning environment, all of which contributes to the development of the very unique environment that is ACRES.

So, to conclude, we are an energetic, visionary, professional, caring team who work together in a successful, supportive environment maintaining a thirst for continual development to ensure we provide the very best for our students and our partners; an environment where all 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 Digital Skills (Essential & Employment)

Hours	Part-Time
Start Date	October 2022 onwards
Contract	PRO-RATA (generally TERM TIME ONLY)
Salary	You will be paid pro-rata per course Full-Time Equivalent Salary is £20,853 - £21,695
Qualifications	4/C grade in GCSE English and Maths or equivalent qualifications.
Commitment	All new tutors are typically offered one course in their first term, and then we will build on the offer as appropriate subject to demand <u>Per course</u> 2 to 2.5 hours per week teaching 2 to 2.5 hours per week planning, preparations and assessment <u>Additional hours</u> Course planning and set up Professional development
Course information	Duration Typically either 5 or 10 weeks per term Time Daytime or evening Locations Uckfield, Crowborough, Heathfield, Hailsham and Battle. College and outreach venues Online (considered only in addition to face to face provision)
Who are we looking for?	Do you have a passion for facilitating learning, sharing your knowledge and skills and building confidence in other people? Are you able to or willing to learn how to assess student learning and progress? Are you confident using a phone, tablet and/or desktop to perform routine day to day tasks and/or at work? Do you have a good level of knowledge, skill and expertise in various basic to intermediate digital skills e.g. using online files and folders, navigating the internet, online security and safety, spreadsheets? Can you demonstrate successful experience as a practitioner? Do you have a relevant digital skills qualification? Do you have experience working with adults from diverse backgrounds and perhaps some who may have additional learning/support needs? Have you experience using video conferencing? Have you taught online? (not essential as training will be provided) Are you interested in learning, growing and improving your skills?

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. We cannot accept CVs.
2. You must complete **all sections** of the application form.
3. When completing The 'Why would you be suitable for the role?' section of the application, it is **essential** that the following is explicitly related to the East Sussex County Council JOB DESCRIPTION and PERSON SPECIFICATION:
 - a. Your current and previous experience
 - b. How you have used your knowledge, skills and experience to meet the requirements of the role.

Please pay particular attention to this as we are unable to objectively shortlist your application and potentially invite you for an interview if it is not clear **how** you meet the requirements of the role.

The closing date for receipt of completed applications is **Sunday 5th June 2022**.

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 during the weeks commencing 20th and 27th June 2022.

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 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 **remotely using 'Google Meet'**.

If you believe your micro-teach cannot be transferred online you must let us know when booking your interview time. Face to face interviews will take place at ACRES' House, Uckfield.

2. **For all online interviews**, candidates will be sent instructions of how to access the Google Meet which will contain a secure link invite two days (48 hours) before the interview.

What can you expect from your interview?

How long will it take? Please allow for approximately 1.5 hours for your interview

Who will be interviewing and in what capacity? 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 2 or 3 other ACRES staff members initially in attendance who will act as students for the microteach teach element of the interview.

What will be the structure of the interview

1. Welcome and Introductions (5 mins)
2. A brief overview of ACRES (5 mins)
3. Micro-teach (30-45 mins)
4. Competency-based panel interview discussion (up to 1 hour)
5. Opportunity to ask further questions (5 -10 mins)

What is a Micro-teach? It is a short lesson on a topic of your choice from your specialist Digital Skills subject. 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.

What is a Competency-based panel interview discussion? 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.

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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

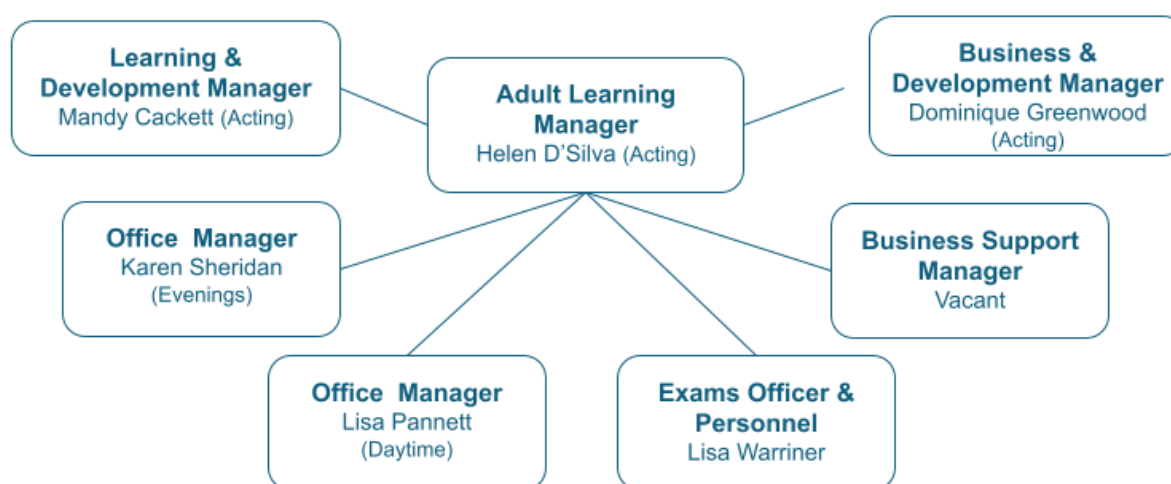
The world of adult learning is an exciting, challenging and extremely rewarding area in which to work. In times of persistent change and challenge, we are proud to be recognised as an innovative and forward-thinking organisation working to ensure ACRES remains successful in meeting the ever-changing 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:

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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.

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. Our aim is 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

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