



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Adult Education Tutor – Non-Accredited Courses

DEPARTMENT: Communities, Economy & Transport

LOCATION: Various (including online/blended)

GRADE: Single Status 6

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' non-accredited courses implementing the key tasks and responsibilities to enable students to achieve their learning outcomes and progress to their next steps.

Key tasks:

1. Provide a high level of customer service to students and staff within agreed organisational practices, procedures and agreed timescales. Create an effective and appropriate learning environment (online, face to face, blended) to enable students to achieve their learning outcomes, promoting challenging thinking and peer review among students.
2. Provide timely and accurate as required to all students and relevant staff in the context of teaching, learning and assessment to include aspects such as;
 - Risk Assessment, Health & Safety guidelines, safeguarding etc.
 - Constructive, evaluative feedback to students to help them progress
3. Support the continuous improvement of teaching, learning and assessment, making recommendations for improvements/developments and embedding changes as appropriate.
4. Produce, maintain and embed information from Initial Assessment, Individual Learning Plans, Schemes of Learning (Course Plans) and Session Plans, evaluating these to plan and track how the identified individual needs of students will be met throughout the course, promoting and using required systems and technology as appropriate. Comply with relevant Quality Assurance frameworks to ensure continual quality improvement and to build on identified best practice.

5. Ensure ongoing professional development by actively participating in individual and peer planning and review meetings such as programme planning discussions, mentoring / feedback sessions and lesson observations, undertaking any relevant continued professional development as agreed.
6. Plan and organise your own workload, having regard to the effective use of resources and safe working practice in order to plan, deliver and evaluate teaching, learning and assessment as set out in the Letter of Engagement.
7. Ensure effective use of resources and activities 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.
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.
12. Ensure the security and confidentiality of data and compliance with the Data Protection Act and GDPR guidelines, maintaining safeguarding and Prevent knowledge and understanding, actively engaging in promoting staff and student health, safety and wellbeing. Carry out the above duties in accordance with the County Council's Equality and Diversity / Equal Opportunities policy.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

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 aims.
- 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 2 qualification in English and Maths

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Relevant teaching qualification
- Relevant curriculum qualification

Essential knowledge

These criteria will be assessed at the application and interview stage

- Expert current knowledge of relevant curriculum specialism, including understanding of and compliance with all associated policies and regulations
- Ability to robustly risk assess Health & Safety and Safeguarding of all staff and students, in both face to face and online settings
- Good knowledge of Microsoft Office or equivalent eg Google Suite (in particular Outlook/Gmail, word/Google Docs and Excel/Google sheets)

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Good Knowledge of Google Meet or equivalent to successfully lead or participate in virtual communications
- Good knowledge of the services provided by ACRES

Essential experience

These criteria will be assessed at the application and interview stage

- Expert current experience of relevant curriculum specialism
- Experience of using Microsoft Office or equivalent eg Google Suite (in particular Outlook/Gmail, word/Google Docs and Excel/Google sheets)

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of Google Meet or equivalent to successfully manage virtual communications
- 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
- 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 (e.g. mode and location of learning)
- Full driving licence or the ability to meet the travel requirements of the role

Date (drawn up): Modified February 2022

Name of Officer(s) drawing up person specifications:

Job Evaluation Reference: 12585

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.

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