

Job Description: Casual Adult Education Tutor

Role Summary:

To plan and deliver a structured, high quality adult learning programme(s) for adult learners, which considers the learner's individual needs, interests, skills and aptitudes.

Ensure initial and on-going assessment is undertaken with learners, so that an assessment can be made of their progress, an individual learning programme can be developed and learning objectives are recorded and achieved. Develop strategies to improve retention within the programme(s) and achievement of learning objectives.

Where appropriate ensure that the adult learning programme(s) being delivered meet the required vocational / curriculum requirements as agreed by the relevant examination bodies or through the RARPA process. Attend a **minimum of 3 curriculum support meetings per year** and contribute to development processes within the curriculum area. Provide documentary evidence for self-assessment, inspection and audit requirements to demonstrate compliance with quality standards, funding requirements and learner entitlements.

Key Tasks and Activities:

- Plan and teach well-structured lessons.
- Communicate to learners at the start of the lesson the objectives set for each class.
- Provide effective support and guidance of learners.
- Where appropriate ensure learners complete all paperwork relating to funding such as ILPs and regularly collect work evidence
- Mark the class register as appropriate and keep paperwork in an organised state.
- Maintain high standards of attendance and punctuality.
- Promote equality of opportunity in accordance with United Learning equality objectives.
- Demonstrate behaviour and values consistent with the person specification for this role.
- Inform the Manager of any Prevent, Safeguarding, Health and Safety or Data Protection concerns.
- Ensure that the classroom or other workspace is left in an organised, tidy state at the end of the lesson.
- Have proper and professional regard for the ethos, policies and practices of the college.

Key Skills and Competencies:

- Present information and ideas clearly, by using language appropriate to the audience.
- Ability to work well under pressure.
- Competence with I.T.
- Excellent teaching and communication skills.
- Excellent knowledge of the subject area.
- Ability to plan and schedule.
- Ability to adapt to different learning styles.

General Accountabilities:

- Be responsible for own safety and not endanger that of colleagues / visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and Policies of the Trust, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Keep up to date on the current curriculum and latest teaching. Undertake Continuing Professional Development (CPD) activities.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. This job description will be reviewed and updated periodically to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.