

## Adult Learning and Skills, St Ivo School

### JOB DESCRIPTION

**Job Title:** ADULT LEARNING TUTOR in sub contracted provision  
**Service:** Adult Learning and Skills  
**Reports to:** Adult Learning and Skills Coordinator  
**Grade:** Hourly rate to be agreed  
**Location:** by agreement  
**Hours:** by agreement

**Job Purpose:** To plan and deliver a structured, high quality adult learning programme(s) for adult learners which takes account of the learners' individual needs, interests, skills and aptitudes.

Ensure that the adult learning programmes(s) being delivered meet the requirements of the Adult Learning and Skills Quality Framework, including production of schemes of work, lesson plans, RARPA (recognising and recording progress and achievement) and progression options for learners.

#### Principal Accountabilities

##### 1. Course Delivery

Plan and deliver structured, high quality adult learning programme(s) using a variety of teaching methodology and learning resources to promote inclusive learning and encourage learner involvement in the achievement of learning outcomes.

Fully complete registers accurately and to agreed timescales. Ensure initial assessment is undertaken by every learner leading to 'trackers' containing personal learning objectives, through which progress and achievement is tracked and recorded.

##### 2. Professional and Curriculum Development

All tutors are required to complete and record an annual tariff of continuous professional development (CPD).

Tutors are expected to have at least a level 3 qualification in their subject or equivalent experience, and to continuously maintain or improve their subject knowledge. Membership of a subject based professional association is encouraged along with attendance of a minimum of two curriculum support meetings per year without additional payment.

##### 3. Management Information/ Quality Assurance

Tutors are required to contribute to self assessment, eg:

- Carry out end of course evaluations.
- Cooperate fully in the lesson observation and action planning process.
- Undertake an annual professional review with the line manager
- Prepare for and participate in audits and inspections.

##### 4. Safeguarding and Health & Safety

It is mandatory for every tutor to complete safeguarding training and to deliver the health & safety induction with each new group of learners. Courses and external visits with potential hazards will need a risk assessment and tutors must ensure that learners know how to learn safely.

All daytime tutors must have an up to date enhanced DBS record. St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with pupils and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer).

**5. Equality and Diversity**

The Service makes equality and diversity a high priority and will support tutors to provide all learners with an equal opportunity to learn and to experience the rich diversity in the population. Therefore tutors should ensure that discriminatory behaviour is dealt with.

**6. Learner Progression**

Tutors are required to plan and give advice to learners on possible progression routes after the course. This could include higher level courses, employment, volunteering etc.

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*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Person Specification

EDUCATION & PROFESSIONAL QUALIFICATION	KNOWLEDGE EXPERIENCE MOTIVATIONS	CAMBRIDGESHIRE BEHAVIOURS
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Teaching qualification relevant to the teaching of adults (or the desire to work towards one)</li> <li>• Subject specialism, minimum Level 3, or equivalent. Level 5 if teaching Literacy or Numeracy.</li> <li>• Subject based safety qualification, e.g. basic food hygiene</li> <li>• Qualification or experience in using Information technology</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Membership of a subject based professional body</li> <li>• First Aid Certificate</li> <li>• NVQ Level 2 in English and Maths or equivalent.</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of and commitment to equal opportunities in adult learning</li> <li>• Demonstrate a willingness to undertake professional development as required</li> <li>• Demonstrate a commitment to health and safety and to ensuring that learners learn safely</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in curriculum development, implementation and evaluation of high quality adult learning programmes.</li> </ul>	<p><b>Demonstrate Core Behaviours:</b></p> <ol style="list-style-type: none"> <li>1. Respect for others</li> <li>2. Self Confidence</li> <li>3. Teamwork &amp; Co-operation</li> <li>4. Customer Focus</li> <li>5. Planning and Organising</li> <li>6. Problem Solving and Decision Making</li> </ol>