

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
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<b>POST</b>	Established Tutor
<b>DEPARTMENT</b>	Various
<b>GRADE</b>	Scale 1 - 2 (depending on experience)
<b>REPORTS TO</b>	Programme Manager
<b>DIRECT REPORTS</b>	None
<b>WORKING PATTERN</b>	37 hours per week (pro rata)

#### **JOB PURPOSE**

- To undertake scheduled teaching of 864 hours on qualification and leisure provision at College and in outreach centres. Duties will include assessment, standardisation and internal verification, admissions (information and advice), educational guidance, preparation of learning materials and assignments, arrangements for examinations, feedback and marking of students' work, invigilating and marking of examinations, administration and coordination of specified courses within the School as appropriate.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Teach and assess on one or more of the courses delivered, or serviced, by the curriculum area and contribute to the development of existing and new, innovative provision;
- Teach and assess on one or more of the courses delivered, or serviced, by the curriculum area and contribute to the development of existing and new, innovative provision;
- Undertake assessment of learners on courses taught which is fair and ensures parity of treatment, is reliable ensuring that assessment decisions are made consistently, is reliable ensuring that assessment decisions are made consistently, is valid ensuring that each assessment relates to the intended outcomes, transparent in that it is clear to students, staff and external auditors, and is carried out in accordance with awarding body requirements
- Embed English, mathematics and employability skills as appropriate;
- Promote British values appropriately according to learner group and type of provision in line with Prevent duty;
- Complete the administrative work specified by line manager, including timely completion of registers, lesson planning documentation, schemes and records of work, E-ILPs, learner tracking and monitoring documentation and various forms of learner reports.
- Develop and implement learner-centred assessment strategies in accordance with college policies, which place learners at the centre and emphasise the significance of constructive and developmental feedback.
- Adopt a consistent and constructive approach in dealing with learner behaviour in accordance with the College's disciplinary and fitness to study policies.
- Adopt procedures and practices to create safe working environments and enforce any health and safety standards in the area of work, ensuring all learners understand and comply.
- Ensure that equipment and materials are treated with respect by classes for which they are responsible and that laboratories, computing rooms and other teaching areas are left clean and tidy.
- Keep abreast of developments in specialist field/ subject area, especially in the theory and practice of education, the use of ILT and other resources to stretch and challenge and meet learner's individual needs.

- Participate fully in staff learning and development activities, including teaching, learning and assessment practices, lesson observation and peer reviews, motivational dialogue as part of coaching/ tutoring for learners, and undertake training or re-training.
- Participate in the marketing, recruitment, selection and interviewing processes for new learners and actively be engaged in induction activities for new learners
- Be an active course team member and participate fully in meetings, staff development, conferences, seminars, open evenings and learner assessment and celebration of achievement events
- Participate in the curriculum area's cover rota by covering for absent colleagues
- Represent the curriculum area on College committees, and/or working parties
- Be an ambassador for the College and propose any ideas that may help to promote and extend the College's reputation and its business efficiency
- Work flexibly, which may include evening and weekend work. Evening work may be teaching or evening duty
- Be available to assist in other events for the College, including extra enrolment activities, and Open Events which may require additional hours including evenings and weekends

**General Duties:**

- Have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented.
- Actively promote the College's Equality & Diversity policy, ensuring promotion of E&D in all sessions and activities.
- Actively promote the College's Safeguarding policy and be aware of your responsibilities to report concerns.
- Carry out duties pertinent to the scope of the post as directed by the Principal or other senior manager of the College.

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

**PERSON SPECIFICATION**

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Task
	<b>KNOWLEDGE</b>			
1	An awareness of health and safety regulations and how they apply to the post	✓		I
2	Able to demonstrate knowledge of and commitment to Equality and Diversity and how to incorporate it into teaching and learning.	✓		AF & I
3	Clear commitment to the principles and practices of safeguarding and Prevent	✓		AF & I
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
4	Have recent and relevant experience of teaching at a range of levels as appropriate to the qualification(s)	✓		AF & I
5	Ability to deliver excellent teaching, learning and assessment pedagogic practice	✓		AF, I & T
6	To be flexible in approach and able to adapt to the differing developmental needs of a wide range of learners.	✓		AF & I
7	Ability to analyse information and present it in a form which is easily comprehensible		✓	I & T
8	Excellent interpersonal and team development skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team	✓		AF & I
9	Good IT and administrative skills and be able to keep accurate tracking records of learners' progress, keep an up-to date schemes and records of work.	✓		I & T
	<b>QUALIFICATION</b>			
10	Degree or equivalent in the subject relevant to the course to be delivered	✓		AF & I
11	Teaching qualification		✓	AF & I
12	Level 2 or above English and Maths	✓		AF & I