

RHACC Richmond and Hillcroft Adult Community College	JOB DESCRIPTION / PERSON SPECIFICATION
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POST	Tutor (Variable Hours)
DEPARTMENT	Various
GRADE	Rate 1: Standard Rate Rate 2: Enhanced rate <i>Tutor rates are dependent on the class level being taught and includes payment for preparation and marking</i>
REPORTS TO	Head of School, Programme Manager, Learning Support Manager, Professional Workforce Development Manager (<i>where applicable</i>)
DIRECT REPORTS	None
WORKING PATTERN	Variable hours to cover daytimes, evenings (up to 9.30 pm) and weekends (including Sundays).

JOB PURPOSE

To deliver engaging learning sessions for a range of learner groups and ability levels, ensuring high levels of learner satisfaction with the College and its services. To advise line manager of ideas for developing and promoting sessions/courses to increase learner numbers and attract new learner groups.

Where applicable, to undertake scheduled teaching on qualification provision (on College site and in outreach centres), assessment, educational guidance, preparation of learning materials and assignments, arrangements for examinations, feedback and marking of students' work, invigilating and marking of examinations, and administration of own courses.

MAIN DUTIES AND RESPONSIBILITIES

1. Deliver excellent teaching and learning to a range of learner groups
2. Complete the administrative work specified by line manager, including timely completion of registers, lesson planning documentation, schemes and records of work, and where applicable, E-ILPs, learner tracking and monitoring documentation, preparing course outlines and various forms of learner reports.
3. Contribute to the College processes of collecting and responding to learner feedback.
4. Implement learner-centred assessment strategies in accordance with College policies, which provide constructive and developmental feedback.
5. Adopt a consistent and constructive approach in dealing with learner behaviour in accordance with the College's disciplinary and fitness to study policies.
6. Embed English, mathematics and employability skills as appropriate.
7. 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.
8. 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.

9. 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, challenge and meet learner's individual needs.
10. Participate fully in staff learning and development activities, including teaching, learning and assessment practices, attendance at course team meetings and undertake training or re-training as required.
11. Participate in the marketing and recruitment of new learners and actively be engaged in induction activities for new learners
12. 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

General Duties:

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To 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
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers 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
	KNOWLEDGE			
1	Thorough knowledge and understanding of subject and delivery for adults.	✓		AF, I & T
2	An awareness of health and safety regulations and how they apply to the post.	✓		I
3	Able to demonstrate knowledge of and commitment to Equality and Diversity and how to incorporate it into teaching and learning.	✓		I
4	Clear commitment to the principles and practices of Safeguarding.	✓		I
	ABILITIES/SKILLS/EXPERIENCE			
5	Have recent and relevant experience of delivering leisure activities and/or teaching qualification(s) to a range of learner groups.	✓		AF & I
6	Ability to deliver excellent teaching, learning and where relevant assessment pedagogic practice.	✓		AF, I & T
7	To be flexible in approach and able to adapt to the differing developmental needs of a wide range of learners.	✓		AF & I
8	Ability to analyse information and present it in a form which is easily comprehensible.		✓	I & T
9	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.	✓		I
10	Good IT and administrative skills and be able to keep accurate tracking records of learners' progress, keep up-to date schemes and records of work.	✓		I
	QUALIFICATION			
11	Degree or equivalent in a subject relevant to the course to be delivered or proven expertise relevant to the leisure activity to be delivered.	✓		AF & I
12	Teaching qualification (where relevant).		✓	AF & I
13	Minimum of Level 2 in English and Maths	✓		AF & T