

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title: Tutor Level 4 qualified

Section: Cambridgeshire Skills – Communities, Employment and Skills

Directorate: Strategies and Partnerships

Reports to: Curriculum Manager

Grade: JNC (18-22)

Location: Various

Hours: Various

Job Purpose:

The role is to achieve contract outcomes by working with learners who are furthest from learning and skills. To support them in overcoming barriers to learning in order to realise their maximum potential and support their social inclusion. Achieving this aim by working with key partners to plan and deliver a structured, high quality adult learning programme(s) for post 19 learners, which takes account their individual needs, interests, skills and aptitudes and plans for progression.

Principal Accountabilities:

Developing partnership work to meet targets in line with service goals:

- Ensuring that opportunities to meet targets are maximised.
- Planning progression paths to meet learner's individual need.
- Liaises with outreach partners to identify classes which are appropriate to learners furthest from learning and skills and feed into curriculum design.
- Recognising learners and geographical areas which best meet our contract targets and CCC performance indicators and supporting Curriculum Managers (who lead on performance) to achieve these targets.

Programme and Curriculum 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. This includes online, blended and face-to face delivery.
- Ensure initial and on-going assessment process(es) are 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.

- Internal verification of external qualifications
- Teach a maximum of 24 hours a week (pro rata), to include a minimum of one evening a week if required.

Programme and Curriculum Development

- Attend standardisation meetings and access curriculum development material. Develop strategies to improve retention and maintain minimum levels of achievement within the programme(s)

Management Information/ Quality Assurance

- Undertake CPD to support the development of teaching strategies
- Provide documentary evidence for self-assessment, inspection and audit requirements to demonstrate compliance with quality standards, funding requirements and learner entitlements.
- Participate and support the senior management team in preparation for any internal or external inspection of the service and in support of ongoing learner voice activities.

Health and Safety and Safeguarding

- Ensure the health and safety of service users and staff, and ensure all courses achieve the County Council's Health and Safety Policy and POVA.
- We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Additional Responsibilities

Tutors who wish to develop and progress up to the next tutor pay scales are expected to achieve the qualifications in the next level person specification and demonstrate how they demonstrate the higher-level experience and skills and demonstration of extra responsibilities:

Extra responsibility payments (by moving up within the pay band) are available for those who undertake:

- Tutors must be willing to work towards an IAG qualification if required in order to Work with learner/service user to offer support and guidance to plan and implement their next step and review progress and to meet targets set by line manager in support of overall contract target
- Tutors must be willing to mentor other staff if required

PERSON SPECIFICATION

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The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential:

- L4 Certificate in Education and Training or Equivalent
- A1/V1 or Level 4 Information and Guidance qualification

Knowledge & Experience Essential:

- Experience of planning, monitoring, evaluating the learning process and making decisions based on best interests of learners and their progression within agreed limits.
- Experience of working with disengaged adults who are furthest from learning and skills
- Current knowledge of teaching literacy and numeracy.
- Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate actions as necessary.
- Demonstrable understanding and commitment to equal opportunities and the ability to use this knowledge in adult learning practice
- Experience of implementation and evaluation of high quality programmes
- Demonstrate an understanding of the safe working practices that apply to this role.

Skills & Attributes Essential:

- Able to demonstrate excellence in teaching
- Proven ability to communicate with colleagues and learners both verbally and in writing.
- Able to develop, motivate and assess and provide constructive feedback to adult learners
- Will need to travel to a variety of locations within the county and deliver learning at a variety of locations.
- Willingness to undertake relevant professional development.
- Ability to use technology within the classroom and the preparation of materials