North Northamptonshire Council

JOB DESCRIPTION	
Post Title	Adult Education Tutor (Hourly Paid)
Salary Grade	H
Hours	Variable (zero hours contract), according to course
Location	Variable, according to course
Reports To	Specialist Tutor, Curriculum Coordinator or Curriculum Manager (depending on course and team).
Service Area	Public Health & Wellbeing – Adult Learning Service
Purpose Of Post	Within the specialism, to deliver adult learning opportunities and to assist and support its development and delivery by the Adult Learning Service and its partners.

PRINCIPAL RESPONSIBILITIES

1. Provide a scheme of work and other related information, including course and lesson planning and preparation of appropriate teaching resources.

2. To undertake scheduled teaching activities, student assessment and tutorials.

3. Provide support to learners including pre-course, on course and exit advice and guidance as directed by the programme management team.

4. Participate in training and other continuous professional development including induction, staff meetings, tutor forums and on-line training packages (including those related to Inspection).

5. Participate in developing and implementing quality assurance arrangements and administrative duties relating to the course.

6. To promote equality of opportunity and diversity in line with Northamptonshire County Council Policy.

7. To take responsibility for Health and Safety issues relating to the course and the students in compliance with Northamptonshire County Council Health and Safety Policy.

8. To contribute to marketing and publicity initiatives relating to adult learning programmes.

From time to time the post holder will be required to carry out other duties as appropriate to the nature of the post.

Updated June 2021

PERSON SPECIFICATION		
Post Title:	**Adult Education Tutor**	
Grade	**H**	
Service Area:	**Public Health & Wellbeing – Adult Learning Service**	
ATTRIBUTES	**ESSENTIAL CRITERIA**	**DESIRABLE CRITERIA**
Education and Qualifications	A thorough knowledge of and /or qualification in the subject to be taught (and in the case of some subject areas, a specified qualification). Tutors working in the post -16 sector since Sept 2001 with no teaching qualification must become qualified to the required level within the first 12 months of appointment. For tutors working in the sector prior to Sept 2001 with no teaching qualification, obtaining a qualification is optional.	A relevant teaching qualification, (e.g. CGLI 7407 Stage 1 Certificate in Part Time Teaching of Adult) or other relevant teaching qualifications
Experience and Knowledge	Previous experience of working with adults as a trainer, instructor, or tutor in a work or voluntary capacity.	
Ability and Skills	Understanding of Adult Learning 'culture' and current issues. Understanding of quality assurance issues and of using feedback to improve own performance and that of the service. Understanding the role of guidance in adult learning. An understanding of adults as learners, their characteristics and motivations.	Understanding of the role that ILT and e-learning has to play in adult teaching and learning.

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills (continued)	Ability to organise, plan, deliver and record adult learning. Ability to manage the learning environment. Ability to use customer complaints positively to improve service.	
Health & Safety and Safeguarding	Ability to demonstrate awareness/understanding of equal opportunities. A duty of care to comply with Northamptonshire County Council's Safeguarding / Prevent policy and procedures and a responsibility to act on related concerns. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.	

Disclosure Level

What disclosure level is required for this post?	None	Basic	Standard	**Enhanced**	Enhanced with barred list checks

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