

## Job Description

Job Title: Sessional Tutor (Level 3 Qualified)– Traveller Health Team

POSCODE: JNC1484

Grade: JNC (13-17)

Hours: Various

Location: Various

### Overall purpose of the job

This 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 of their individual needs, interests, skills and aptitudes and plans for progression.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

|    | Main accountabilities  |
|----|--|
| 1. | Work with the Traveller Health Team, supporting learners to achieve positive outcomes.   |
| 2. | Develop partnership work to meet targets in line with service goals by: <ul style="list-style-type: none"> <li>Ensuring that opportunities to meet targets are maximised</li> <li>Planning progression paths to meet learner's individual need.</li> <li>Liaising with outreach partners to identify classes which are appropriate to learners furthest from learning and skills and feed into curriculum design</li> <li>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)</li> </ul>  |
| 3. | Programme and Curriculum Delivery: <ul style="list-style-type: none"> <li>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 other learner involvement in the achievement of learning outcomes. This includes online, blended and face-to-face delivery.</li> <li>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.</li> <li>Internal verification of external qualifications</li> <li>Teaching a maximum of 24 hours a week (pro rata) to include a minimum of one evening a week if required.</li> </ul> |
| 4. | Attend standardisation meetings and access curriculum development material. Develop strategies to improve retention and maintain minimum levels of achievement within the programme(s).  |
| 5. | Management Information and Quality Assurance: <ul style="list-style-type: none"> <li>Undertake CPS to support the development of teaching strategies.</li> </ul>   |

|    |  |
|----|--|
|    | <ul style="list-style-type: none"> <li>Provide documentary evidence for self-assessment, inspection and audit requirements to demonstrate compliance with quality standards, funding requirements and learner entitlements.</li> <li>Participate and support the senior management team in preparing for any internal or external inspection of the service and in support of ongoing learner voice activities.</li> </ul> |
| 6. | <b>Health and Safety:</b> <ul style="list-style-type: none"> <li>Ensure the health and safety of service users and colleagues, and ensure all courses achieve the County Council's Health and Safety Policy and POVA.</li> </ul>   |
| 7. | Demonstrate an awareness and understanding of equality, diversity and inclusion.   |
| 8. | Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.  |
| 9. | <b>Safeguarding commitment</b> <i>(Include for roles involving work with children/vulnerable adults)</i><br>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.   |

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required   | Subject  | Essential/<br>Desirable |
|---|--|-------------------------|
| General Education to GCSE standard with A-C grade in English & Maths or equivalent standard | With A-C grade in English & Maths or equivalent standard | <b>Essential</b>        |
| Level 3 Award in Education and Training   |  | <b>Essential</b>        |

Minimum levels of knowledge, skills and experience required for this job

| Identify            | Describe  | Essential/<br>Desirable |
|---------------------|---|-------------------------|
| <b>Knowledge</b>    |   |                         |
| Teaching            | Current knowledge of teaching literacy and numeracy.  | Essential               |
| Equal opportunities | Demonstrable understanding and commitment to equal opportunities and the ability to use this knowledge in adult learning practice.<br><br>Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate actions as necessary. | Essential               |
| IT                  | Knowledge of using IT and technology within the classroom and in the preparation of materials.  | Essential               |

|  |  |           |
|--|--|-----------|
| Health and safety  | Demonstrate an understanding of the safe working practices that apply to this role.  | Essential |
| <b>Skills</b>  |  |           |
| Teaching   | Ability to demonstrate excellence in teaching.   | Essential |
| Communication  | Proven ability to communicate with colleagues and learners both verbally and in writing.   | Essential |
| Monitor progress   | Proven ability to develop, motivate and assess, and provide constructive feedback to adult learners.   | Essential |
| Travel   | Ability to travel to a variety of locations within the county and deliver learning at a variety of locations.  | Essential |
| <b>Experience</b>  |  |           |
| Planning, monitoring and evaluating  | Experience of planning, monitoring and evaluating the learning process and making decisions based on best interests of learners and their progression within agreed limits.                          | Essential |
| Working with adults  | Experience working with disengaged adults who are furthest from learning and skills.   | Desirable |
| Implementation   | Experience of implementation and evaluation of high-quality programmes.  | Essential |
| Equality, Diversity and Inclusion (applies to all roles).                    | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.   | Essential |
| Net Zero (applies to all roles).   | Ability to contribute towards our commitment of becoming a net zero organisation.  | Essential |
| Safeguarding (applies to all roles working with children/vulnerable adults). | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | Essential |

### Disclosure level

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

### Work type

|  |       |        |       |        |        |
|--|-------|--------|-------|--------|--------|
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field | Remote | Mobile |
|--|-------|--------|-------|--------|--------|