



JOB DESCRIPTION

Post Title	Adult Education Tutor Substantive – ICT
Salary Grade	H
Hours	0.6 FTE – 22hrs per week
Location	Variable, according to course
Reports To	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. To assist and support curriculum 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, assessment and support.
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 ensure the curriculum meets the requirements of validating and awarding bodies.
7. Provide students with appropriate tutorial support in accordance with programme and individual requirements.
8. To promote equality of opportunity and diversity in line with Northamptonshire County Council Policy.
9. 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.
10. 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.

PERSON SPECIFICATION

Post Title:	Adult Education Tutor Substantive – ICT	
Grade	H	
Service Area:	Public Health & Wellbeing – Adult Learning Service	
ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Minimum of a Level 3 qualification in relevant subject area</p> <p>Relevant teaching qualification or willing to obtain in a specified timescale.</p> <p>Minimum of Level 2 qualification, or equivalent competency, in Communication/Literacy or willingness to achieve in a specified timescale</p> <p>Minimum of Level 2 qualification, or equivalent competency, in Numeracy/Maths, or willingness to achieve in a specified timescale</p>	<p>A degree or equivalent qualification in relevant subject area</p> <p>Experience of supporting and monitoring learner industry placements</p>
Experience and Knowledge	<p>Experience of working with adults as a teacher, trainer, instructor or tutor</p> <p>Application of quality improvement and assurance processes, including internal verification.</p> <p>Experience in improving learner outcomes and quality of education</p>	<p>Experience of working with adults with additional needs – through physical disability, mental ill health and/or learning disabilities and/or social disadvantage</p> <p>Successful course and curriculum development. E.G. EPYP, Higher Education, AEB etc</p> <p>Building productive working relationships with external agencies, including businesses and community organisations</p> <p>Experience of developing work experience placements, workplace learning, enrichment activities and/or blended learning resources</p>



Ability and Skills	<p>Knowledge and understanding of key teaching methodology.</p> <p>Understanding of Adult Learning 'culture' and current challenge or opportunities.</p> <p>Understanding of quality assurance processes and of using feedback to improve own performance and that of the service.</p> <p>Understanding the role of guidance in adult learning.</p> <p>Ability to organise, plan, deliver and record adult learning.</p> <p>Ability to manage the learning environment.</p>	Understanding of the role that ILT and e-learning has to play in adult teaching and learning.
Health, Safety and Safeguarding	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>A duty of care to comply with North Northamptonshire Council's Safeguarding / Prevent policy and procedures and a responsibility to act on related concerns.</p> <p>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.</p>	

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?	Fixed	Flexible	Field	Home
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