

**JOB DESCRIPTION**  
**SKILLS & LEARNING Adult Community Education**

**SERVICE UNIT:** Skills & Learning Adult Community Education – Education Service  
**POST TITLE:** Tutor  
**RESPONSIBLE TO:** Designated Line Manager

**HOURLY PAY RATES:** from £14.44 to £23.91 depending on level of qualification and commissioned activity. Equivalent to full time annual salary of £28371 - £30151

*Improving Skills - for you, your community, your business*

**Purpose of Position:** To support learners to identify and achieve their personal learning goals by providing a high quality, enjoyable learning experience.

**Key Areas of Responsibility:** Teaching, supporting and assessing learners, course management, communication, registration of learners for exams and own continuing professional development.

- 1 Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge to promote achievement and develop skills to enable progression
- 2 Support learners to become responsible members of Skills & Learning through a thorough induction and good ongoing behaviour management
- 3 Foster and maintain a positive learning environment in which each learner feels safe, valued and respected
- 4 Value and promote social and cultural diversity, equality of opportunity and inclusion
- 5 Ensure learners receive information and advice throughout the programme about:
  - 5.1 the most suitable learning aims
  - 5.2 what they can do next
  - 5.3 where to go for more in-depth careers and employment guidance
- 6 Plan and deliver learning to motivate and challenge each learner, using a variety of activities and resources relevant to the programme and individual learner's needs, interests and abilities
- 7 Support learners to make good progress in their chosen subject, English, maths and technology by establishing their starting points, using this information to agree and record targets and goals, and in the creative planning of resources and sessions
- 8 Assess learner progress regularly, give frequent, constructive and encouraging verbal and written feedback, and maintain records of assessment and progress to ensure learners are on track to achieve within expected timescales, and apply intervention action where necessary
- 9 Use technology to engage and motivate learners, improve the learning experience and

- develop independent and collaborative learning skills, both during and between sessions
- 10 Direct support staff and jointly plan to ensure the effective support of learners to make good progress and develop independence skills
  - 11 Be available to deliver all sessions designated in the agreed Schedule/s of work, in accordance with the conditions outlined in your contract of employment
  - 12 Ensure records of planning, initial and on-going assessment of learner progress, risk assessment of activities and for individual learners (where relevant) are available.
  - 13 Assist with the development of accurate information for customers about programmes to be delivered.
  - 14 Ensure accurate and timely administration, in line with current procedures, for example:
    - 14.1 Recording of learner attendance, engagement, absence, including reasons if known
    - 14.2 Completion and return of learning agreements
    - 14.3 Recording and communicating progress and achievement
    - 14.4 Registration/entry for external assessments/exams
    - 14.5 Recording and communicating information on learner progression onto further learning, work or volunteering to the data team
  - 15 Demonstrate commitment to continuous improvement and team working through:
    - 15.1 Commitment to the sector's Professional Standards – Professional values and attributes, professional knowledge and understanding, and professional skills, <sup>1</sup>
    - 15.2 Reflecting on the effectiveness of delivery and programmes
    - 15.3 Continuing Professional Development including higher teaching qualifications, mandatory and other training
    - 15.4 Participation in service, team and network meetings
    - 15.5 Active participation in annual appraisal and development plan
    - 15.6 Working in collaboration with colleagues to bring about Service improvements
  - 16 Maintain high professional standards with learners and colleagues, acting as an ambassador for Skills and Learning and the Councils
  - 17 Ensure all communication is professional and timely
  - 18 Maintain up-to-date knowledge of the expectations of Ofsted, and subject knowledge and expertise that reflects best practice in the field or sector
  - 19 Undertake such other duties as may be required from time to time commensurate with the level of the post.
  - 20 Promote and uphold the principles, policies and standing orders of Skills and Learning, the Councils and all relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act, General Data Protection Regulations and Safeguarding, including Prevent

July 2022

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<sup>1</sup> <https://www.et-foundation.co.uk/professional-standards/teachers/>

## PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>• A minimum of 20 hours relevant teaching/ training experience at the appropriate level</li> <li>• Relevant occupational competence where appropriate</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Micro teach</p>
<b>QUALIFICATIONS / TRAINING.</b> <ul style="list-style-type: none"> <li>• Level 2 English and Maths qualifications</li> <li>• Minimum of the Level 3 Award in Education and Training, or equivalent</li> <li>• Have or be working towards Level 4 Certificate in Education and Training or Level 5 Diploma in Education or Training, or equivalent, depending on teaching role</li> <li>• A professional qualification in the subject area (if available) at least one level higher than the course to be taught. Occupational competence may be considered</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Certificates</p> <p>Micro teach</p>
<b>APTITUDES AND ABILITIES</b> <ul style="list-style-type: none"> <li>• Possess the professional skills to manage learner progress and achievement</li> <li>• Be effective in the management of time, teaching strategies, and the use of resources</li> <li>• Have the ability to critically evaluate own performance</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Up to date knowledge and competence at a level consistent with effective teaching and assessment of the course</li> <li>• A good understanding of and commitment to Health and Safety, Equality and Diversity Safeguarding and Counterterrorism legislation as it applies to teaching and learning</li> <li>• Competent in the use of ICT to enhance teaching, learning, assessment and communication</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>Micro teach</p> <p>References</p>
<b>ATTITUDE / MOTIVATION</b> <ul style="list-style-type: none"> <li>• Willingness to undertake appropriate professional training in line with current service requirements</li> <li>• A sound educational philosophy which recognises the value of education for all learners and its contribution to an individual's life chances</li> <li>• Positive attitude to promoting equality and respecting diversity</li> <li>• Demonstrate a commitment to the safety of learners, including Safeguarding and Prevent</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>OTHER FACTORS</b> <ul style="list-style-type: none"> <li>• Be available for day time and/or evening work</li> <li>• Ability to travel safely to a variety of venues across the County</li> <li>• Provision of referee and Disclosure and Barring Service information, in line with service requirements</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p>

## CONTEXT STATEMENT to accompany Job Description & Person Specification

<b>Job title:</b>	Tutor
<b>Service:</b>	Skills and Learning Adult Community Education
<b>Location:</b>	Designate Learning Centre (Dorset, Bournemouth, Christchurch, Poole)
<b>Reports to (designation)</b>	Designate - Assistant Curriculum Manager, Business Outreach Officer

### Organisation structure

The post holder will join a teaching and learning team of some 200 staff. Teaching and learning staff prepare, deliver and evaluate courses. The significant majority of the team are part-time and report to, and are supported by, a designate Assistant Curriculum Manager or Business & Outreach Officer.

### Service Information

*The service\** is the joint adult learning service for Bournemouth, Christchurch & Poole (BCP) Council and Dorset Council. It is hosted by BCP Council and sits within the Education Directorate of Children's Services. It is one of the largest providers of part-time learning opportunities in Dorset, offering a wide range of vocational and non-vocational subjects across a broad curriculum to individuals and groups aged 16 and over, and to businesses.

The learning offer is responsive to local and national priorities, offering the post-16 population opportunities to up skill, gain qualifications and participate in learning activities to maintain health and well-being. Learning opportunities are primarily delivered in seven learning centres in Dorset (Boscombe, Blandford, Christchurch, Dorchester, Ferndown, Poole, Weymouth) and in a range of other external venues including schools, community centres and in the workplace.

The service contributes to each council's agendas for improving the life chances for children and young people, helping vulnerable adults to maintain independent living, improving health and well-being, community safety, cohesion and strengthening Dorset's economy. The Service works with a range of internal and external partner organisations to widen participation in learning.

## Context of the work

'Tutor' covers all aspects of teaching, learning and assessment.

The purpose of the role is to enable learners to determine and achieve their learning goals through the provision of effective teaching, learning and assessment which develops learners' personal, social and employability skills. This includes preparation, delivery and marking/assessment and development and management of all supporting documentation and learner records. Provision is delivered in a range of venues, eg Adult Learning premises, libraries, village halls, schools, children's centres, community centres, employers' premises, and by distance learning.

The postholder will be responsible for business development and improvement activities to achieve service outcomes.

## Supervision and management

Management of learners (and Carers)  
Supervision of Learning Support Staff and/or volunteers.

## Contact and relationships

Dealing with a range of complex and contentious matters requiring support, persuasion, advocacy and sensitivity, within the application of operational guidelines. The outcome will have significant implications, including care, for the contact or the service.

Responsive to learners' individual needs.

Co-ordination of additional learning support staff.

Provision of information, advice and guidance to learners based on a knowledge of subject area and services available.

## Decisions and consequences

Decisions which lead to the setting of working standards in the provision of operational services and/or decisions leading to changes in important procedures or service practice. Decisions which have significant implications for the service or significant effects on employees or other individuals or other organisations.

## Resources

Responsibility for use and safekeeping of furniture, fixtures, fittings, digital devices and small equipment including Audio Visual Aids  
Responsible for the use of teaching resources.

## Work demands

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Work subject to deadlines involving frequently changing circumstances and conflicting priorities.  
Learners of different abilities require differentiation of teaching and learning activities. Learners may have learning difficulties and disabilities. Teaching, learning and assessment may require co-ordination of additional learning support.  
Potential for changing circumstances or demands and the role holder will be required to manage tasks in accordance with this.

### Other information

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Information will be given at interview regarding annual leave entitlement.

Work offered will be within a reasonable distance from the postholder's home.

Postholders may be required to taking responsibility for unlocking and locking teaching venues.

Postholders are required to have a flexible work pattern to ensure that Service needs at peak times are met and to enable day-to-day communication with learners, contacts, partners and other stakeholders. The deployment of hours may include some Saturday and evening working.

**Context Statement prepared** Lesley Spain

**Designation:** Principal Learning Manager S&LACE **Date:** April 2022