

## **JOB DESCRIPTION**

### **SKILLS&LEARNING BOURNEMOUTH, DORSET AND POOLE**

**SERVICE UNIT:** Skills & Learning Bournemouth, Dorset and Poole  
**POST TITLE:** Variable Hours Tutor  
**RESPONSIBLE TO:** Designated Line Manager

**HOURLY PAY RATES:** from £12.01 to £20.38 depending on level of qualification and activity

*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 the group and of Skills and Learning through a thorough induction and good ongoing behaviour management
- 3 Foster and maintain a positive learning environment in which all learners feel 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 course about:
  - 5.1 the most suitable learning aims
  - 5.2 what they can do next, through signposting to Skills and Learning's website
  - 5.3 where to go for more in-depth careers and employment guidance
- 6 Plan and deliver each session to motivate and challenge all learners, using a variety of activities and resources relevant to the course 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 sessions
- 8 Assess learner progress regularly, give frequent, constructive and encouraging verbal and written feedback, and maintain records of assessment and progress
- 9 Use technology to engage and motivate learners, improve the learning experience and develop independent and collaborative learning skills, both in the classroom 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 in each session
- 13 Assist with the development of accurate information for customers about programmes to be delivered
- 14 Ensure accurate and timely administration of the course, in line with current procedures including:
  - 14.1 Recording of learner attendance, 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 sessions 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&Learning, the Councils and all relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act, Data Protection Act and Safeguarding, including Prevent

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<sup>1</sup> <http://www.et-foundation.co.uk/supporting/support-practitioners/professional-standards/>

## 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 support 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>