

JOB DESCRIPTION

JOB TITLE	Adult Tutor
GRADE	Band G (LGS Pt 23)
REPORTING TO	Curriculum Leader
JD REF	

PURPOSE

To deliver high quality teaching and learning and assessment in one or more curriculum areas
To deliver stand alone and embedded contextualised adult learning programmes that are flexible and tailored to meet individual learners and groups, in line with Wirral Lifelong Learning Service strategic priorities and objectives.

MAIN DUTIES AND RESPONSIBILITIES

- Teach a range of courses for adults in a variety of venues, providing high quality learning opportunities
- To plan and deliver high quality, appropriate and relevant learning activities.
- To take an active role in enrolment and induction of new learners and provide initial advice, guidance and assessment for learners.
- To ensure individual learner needs are identified and met, which includes undertaking: initial assessment, functional skills screening, individual action planning and setting challenging learning targets for all learners
- To undertake formative and summative assessments and record learner progress and achievement
- Organise learner portfolios and work for RARPA, and ensure accurate records of learner progress towards individual learning outcomes are kept.
- To participate in course development including design of learning programmes, to develop appropriate learning materials and resources and contribute to the setting up of a suitable learning environment for adults.
- Contribute to quality assurance functions including review and evaluation of teaching and learning and internal moderation



- Keep an up to date course file, including lesson plans, schemes of work and records of learners' progress, using required paper work
- Closely monitor, track, record and provide timely reports on learner retention and achievement
- To identify and signpost appropriate progression routes for learners to enhance employability or wider social outcomes, in liaison with appropriate agencies.
- To comply with and support the implementation of service quality assurance standards, systems and procedures. Including observation of teaching, learning and assessment (OTLA).
- To take part in professional development activities and attend a minimum of one moderation/development meeting per term
- To contribute to the marketing of courses and learner engagement and recruitment.
- To liaise with all other appropriate staff for the running, planning and delivery of courses. For Family Learning this involves working in cooperation with teachers in schools to plan and deliver courses.
- To keep up to date with the current policies and practices of the Lifelong Learning Service.
- Keep up to date with subject and external specifications, as appropriate
- To act as a mentor for a designated number of sessional tutors, if appropriate.
- Support policy and practice with regard to equal opportunities for all and health and safety requirements, ensuring that safeguarding policy and practices are applied at all times.
- Carry out any other duties as commensurate with the grading of the post.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications

- Relevant subject qualification at Level 3 or higher
- Appropriate adult teaching qualification (minimum PTLLS)
- Level 2 or equivalent in English or Maths
- CELTA qualification or working towards

Experience

- Experience of teaching adult ESOL learners in community settings
- Comprehensive understanding of teaching and learning and assessment methods and styles
- Experience of delivering innovative/high quality teaching and learning resources
- Recent and substantial experience of working with long term unemployed and key target learners at a range of levels from Pre entry to L1
- Recent production of learning materials and resources – examples required

Knowledge and skills

- Demonstrable ability to teach adults on relevant programmes, using a range of approaches and methods
- Knowledge of initial, ongoing, and summative assessment and assessment for learning

- Understanding of the needs of adult learners and the barriers they may face
- Able to meet differentiated planning needs of adult learners, including roll on/off provision
- Ability to implement RARPA successfully on non accredited courses
- Able to use digital skills in teaching sessions
- Able to implement appropriate Quality Assurance systems and procedures
- Ability to organise a safe and successful learning experience for all learners. To be able to fulfil safeguarding responsibilities and ensure that all learners feel safe
- Knowledge of relevant curriculum and subject areas
- Knowledge of initial, ongoing and summative assessment
- Knowledge of effective and inclusive teaching and learning strategies

Special Requirements

- An understanding of and a personal commitment to the Vision and Values of Wirral MBC
- Commitment to team work
- Commitment to participating in professional updating and development
- Demonstrable commitment to equal opportunities and to enabling all learners to achieve their full potential
- Ability to communicate with a wide range of people
- Commitment to ensure the safety of all learners
- Ability to work in partnership with schools, community and early years settings
- Can demonstrate recent experience of teaching pre Entry and entry level ESOL courses , to adults (19 +)

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications

- Degree or equivalent
- Additional relevant qualifications eg PGCE/ MA
- Evidence of continuing professional development in the last eighteen months
- Level 5 Subject specialist qualification

Experience

- Experience of implementing Quality Assurance/Improvement systems
- Experience of successfully using a range of relevant accreditation

Knowledge and Skills

- Demonstrate how to overcome barriers that may face adults who wish to return to learning
- Knowledge of relevant awarding body requirements
- Experience of contributing to a Self Assessment Review of a pathway area
- Ability to assist in curriculum evaluation and development
- Can demonstrate effective use of learner support to meet learners individual needs

- Experience of screening for and embedding functional skills within other areas
- Experience of embedding employability skills within other areas

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: 2019

APPROVED BY: