



Job Title:	Casual Tutor	Job Ref:	711352
Service:	Children's Services	Section:	Adult Education
Reports To:	Targeted and Community Learning Coordinator	Location:	Various in and around Wokingham
Grade:	NL 44	Salary:	£24.13 per hour teaching rate £18.03 per hour admin/meeting rate

Employment Status: casual

#### Hours of Work:

As required

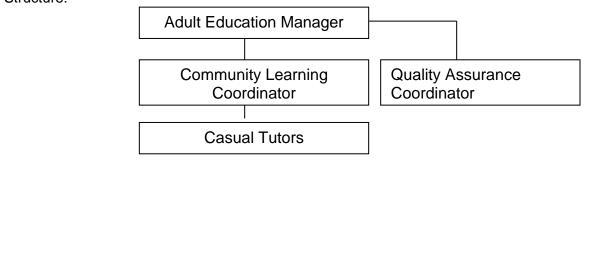
# **Service Purpose:**

To engage adults and provide the skills and learning they need to equip them for work, other learning, or life skills. To tackle social isolation and improve community cohesion. The service is targeted to help those furthest from learning or the workplace

## Job Purpose:

To plan, design and deliver good quality learning to groups of adults as directed by the Community Learning Coordinator which supports learners to achieve their personal and course learning aims. To deliver courses which equip learners with skills knowledge and attributes which support them to succeed in their personal and working lives, and in their community.





**Scope** (State not applicable where necessary)

#### **Financial Accountabilities**

Budgets directly controlled (please state if this has been £N/A

delegated to the post-holder)

Budgets monitored on day-to-day basis: £N/A

## Staff Responsibilities

Number of employees managed/supervised: N/A
Number of FTE (Full Time Equivalents) employees N/A

managed/supervised:

# Health and Safety responsibility:

In accordance with the provisions of the Health and Safety at Work Act 1974 take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

## **Management of Physical Assets**

Nature of physical assets directly controlled, (eg. children's N/A

home):

Details of service contracts managed: N/A

#### **Summary of Main Contacts.**

Internal: Adult Education team members, Adult Social Care, School Staff, Children's

Centre Staff

External: Learners, Tutors, Voluntary Sector providers including religious groups

Main Tasks/Accountabilities List up to ten key tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required	Approx % of working time spent
To plan, prepare, develop, deliver, review and evaluate agreed courses in a flexible and creative way, making use of digital technologies and other resources as appropriate as directed by the Community Learning Coordinator	70
To undertake initial assessment of learner needs and signpost to appropriate learning opportunity as required	5
<ul> <li>To follow the service's quality assurance procedures by completing relevant documents including, schemes of work and lesson plans and recording learner progress, achievement and evaluation of course activities</li> </ul>	5
<ul> <li>To take part in the service's observation of teaching, learning and assessment process, working to agreed improvement plans and sharing best practice</li> </ul>	5
<ul> <li>To undertake course administration including maintaining registers and checking learners' enrolment status. This includes returning specified course documentation to the community learning coordinator by given deadlines</li> </ul>	5
<ul> <li>To undertake continuous professional development, including attending service organised meetings and training and contributing to the service self-assessment process</li> </ul>	5
To contribute to the effective management and promotion of equality and diversity; this includes using teaching materials and methods that are relevant to diverse learners and embedding British values within you teaching in accordance with the Government's Prevent strategy	5
	100%

## **PERSON SPECIFICATION**

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

(Please indicate if the criteria are essential or desirable.)

**E** = Essential to carry out role to minimum required standard

**D** = Desirable but not essential to carry out the role

Knowledge/Qualifications:	Ε	D
<ul> <li>GCSE Grade C (or above) in Mathematics and English or equivalent</li> <li>CTTLS or Level 4 Certificate in Education or Training or equivalent</li> <li>Appropriate qualifications in relevant subject</li> </ul>	*	*
Technical Skills:	Е	D
<ul> <li>Able to use Microsoft Office</li> <li>Able to deliver interactive learning online via zoom or other platforms</li> <li>Ability to plan, deliver and evaluate a programme of learning in the relevant subject area</li> <li>Ability to prepare high quality course documentation and materials that are suitable for the needs of a variety of learners</li> <li>Demonstrable experience of using appropriate teaching and learning methods to communicate the relevant subject</li> <li>Ability to encourage, monitor and assess learner progress and achievement</li> <li>Flexible approach to working with adult learners of all ages and abilities</li> <li>Able to work independently</li> <li>Able to keep accurate records</li> <li>Excellent written &amp; oral communication skills</li> </ul>	* * * * *	
Experience:	E	D
<ul> <li>Experience of working with learners who face significant barriers and are furthest from the labour market</li> <li>Experience of working with adults of all ages in various community settings</li> <li>Experience of re-engaging learners who have disengaged from learning</li> <li>Good organisational and classroom management skills</li> <li>Ability to assess learning and evaluate course and teaching effectiveness</li> <li>Experience of Ofsted Inspections</li> </ul>	* * *	*

Special Factors:	Ε	D
Able to work flexibly from a variety of community locations Awareness of current development trends in adult learning	*	*
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