



DESCRIPTION OF POST

Job Title: Sessional Tutor
Size of Post: Part time hourly paid
Conditions of Service: LBR Adult Ed Teaching & Educational
Scale: Academic Scale range point 1- 5
Directly responsible to: Relevant Head of Curriculum

Overall Purpose of the Job

1. To plan, prepare and deliver high quality learning opportunities in response to identified need providing course information and advice on entry and for progression.
2. To provide timely learner feedback on progress and achievement.
3. To ensure a safe inclusive learning environment.
4. To help set and achieve ambitious and challenging targets demonstrating commitment to excellence and inclusion.

Main Duties & Responsibilities

1. Contribute to information & advice sessions, interview potential students and conduct initial and diagnostic assessments.
2. Undertake course planning in consultation with the Head of Curriculum and Curriculum Co-ordinator, including submission of scheme(s) of work and lesson plans.
3. Establish a purposeful learning environment in which diversity is valued and students feel safe and confident.
4. Set challenging teaching and learning objectives that are relevant to the course and needs of learners.
5. Manage the learning process effectively, guiding and supporting learners differentiating teaching to meet the needs and interests of learners.
6. Agree individual learning plans with learners including course and personal targets.
7. Develop resources to support both classroom based and independent out of classroom learning making use of digital technology and the VLE.
8. Plan additional support for learners liaising with the Learning Support co-ordinator, as necessary.
9. Plan opportunities for students, with other staff where relevant, to learn in out of classroom contexts such as placements, volunteering, visits to Museums and employment based settings etc following the External Activities Policy.
10. Systematically assess learners work giving timely and constructive feedback on progress to support students as they learn.
11. Involve learners in reflecting on, evaluating and improving their own performance.
12. Keep accurate records of punctuality, attendance, assessment and student progress making reports as required.
13. Meet with parents or guardians to discuss student progress through arrangements made with the Head of Curriculum or Learning Support Co-ordinator.
14. Assist with internal and external standardisation.
15. Provide information and advice on progression to further study and employment.
16. Regularly review and evaluate course and own performance with the Head of Curriculum and Curriculum Co-ordinator.
17. Comply with the Institute's quality improvement framework and work with the curriculum co-ordinator on a personal improvement plan to maintain or improve performance to *Outstanding*.
18. Contribute to course team meetings sharing best practice.
19. Undertake Health & Safety, Equality & Diversity and Safeguarding training maintaining awareness of key risk issues within curriculum area, report any to the Head of Curriculum,



Health & Safety Co-ordinator and Safeguarding Adviser on any matters requiring action and contribute to risk assessments.

20. Keep up to date with internal and external assessments and examinations, including the keeping of appropriate records and completion of returns
21. Comply with the Professional Standards for Teachers and Trainers in Education and Training
22. Additional duties outside planning, delivery and assessment as agreed with Line Manager will be paid at meeting rate

General duties

23. Ensure staff and student confidentiality is maintained and comply with requirements of the Data Protection Act.
24. Undertake professional development in line with the needs of the Institute. Including ILT and embedding maths and English in the curriculum
25. Participate in the Institute performance review processes.
26. Take responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults.
27. Present the best possible image of the Institute in general, and, in particular, in all contact and communications with the general public, visitors, learners, customers, suppliers and all other external organisations.
28. Follow all Institute policies and procedures, especially those relating to Students, Health and Safety, Equality of Opportunity, Personnel and the Financial Regulations and Procedures.
29. Make an active contribution to the achievement of the Institute's sustainable development targets.
30. Undertake other reasonable duties commensurate with level of post as directed by the Head of Curriculum.



Personal Specification

Qualifications and Experience

Essential

- An outstanding and experienced tutor in adult and community learning with a minimum of one years' teaching or training experience.
- Recognised relevant subject specific qualification at an appropriate level (preferably Level 4).
- Recognised teaching qualification or commitment to achieve appropriate recognised teaching qualification within an agreed timescale
- Relevant experience in information, advice and recruitment.
- Recent relevant continuous professional development (CPD) activity.
- Confident ICT user.

Desirable

- Specialist advanced training in a relevant discipline.
- Qualified teacher holding PGCE, Cert. Ed, DTLS or other recognised qualification at the same level.
- Assessor and/or verifier qualifications.
- Information and advice qualification.
- First Aid at Work or willingness to achieve it.

Skills

- Treat all learners with respect and consideration.
- Ability and enthusiasm to relate to learners with diverse backgrounds, ages and experiences.
- Have high expectations of all learners and committed to raising their educational attainment.
- Sound pedagogic practice and ability to successfully facilitate differentiated student centred learning approaches.
- Ability to work independently as necessary, and capable of making own judgement and using own initiative.
- Commitment to delivering high quality learning services to students meeting quality standards.
- Willingness to participate in marketing and promotional activities.
- Willingness to work as directed by line manager.
- Ability to take ownership of own professional development and willingness to undertake relevant continual professional development.
- Ability to work with and be supportive of others as a member of a team.
- Excellent oral and written communication.
- Ability and willingness to initiate and develop new programmes.
- Ability to critically reflect upon and evaluate own performance
- Competent IT skills at level 1 and/or a willingness to develop these to a higher level.
- Ability to implement agreed administrative procedures accurately and effectively.
- Ability to work flexibly in terms of time and place and able to adapt to change.
- Willingness to develop on-line learning
- Commitment to the professional standards
- Act with honesty and integrity to maintain high standards of ethics and professional behaviour in support of learners and their expectations.