

## Job Description

<b>Job Title</b>	Adult Tutor
<b>Grade</b>	Band G (LGS Pt 23)
<b>Reporting To</b>	Curriculum Leader
<b>JD Ref</b>	

### 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

#### **Behavioural:**

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- To take an active role in enrolment and induction of new learners and provide initial advice, guidance and assessment for learners.
- 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.

#### **Communication, Engagement and Training:**

- Teach a range of courses for adults in a variety of venues, providing high quality learning opportunities.
- 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.
- To identify and signpost appropriate progression routes for learners to enhance employability or wider social outcomes, in liaison with appropriate agencies.
- 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 act as a mentor for a designated number of sessional tutors, if appropriate.

### **Data Analysis and Decision-Making:**

- 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.
- Closely monitor, track, record and provide timely reports on learner retention and achievement.

### **Performance Management:**

- To plan and deliver high quality, appropriate and relevant learning activities.
- Organise learner portfolios and work for RARPA, and ensure accurate records of learner progress towards individual learning outcomes are kept.
- Contribute to quality assurance functions including review and evaluation of teaching and learning and internal moderation.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Keep an up-to-date course file, including lesson plans, schemes of work and records of learners' progress, using required paperwork.
- To comply with and support the implementation of service quality assurance standards, systems and procedures. Including observation of teaching, learning and assessment (OTLA).
- 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.

### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- Relevant Level 5, subject specialist qualification
- Appropriate adult teaching qualification (minimum PTLLS)
- Level 2 or equivalent in English or Maths or working towards

#### *Desirable*

- Degree or equivalent
- Additional relevant qualifications, e.g. PGCE/ Masters
- Evidence of continuing professional development in the last eighteen months

### **Knowledge & Skills**

- Demonstrable ability to teach adults on relevant programmes, using a range of approaches and



**ACCOUNTABLE**



**AMBITIOUS**



**RESIDENT  
FOCUSED**



**PROFESSIONAL**

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 IT technology skills in teaching
- 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

#### *Desirable*

- 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

### **Experience**

- Experience of teaching adult learners in relevant subjects
- 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 L2
- Recent production of learning materials and resources - examples required

#### *Desirable*

- Experience of teaching adults in a wide range of community learning settings
- Experience of implementing Quality Assurance/Improvement systems
- Experience of successfully using a range of relevant accreditation

### **Special Requirements**

- An understanding of and a personal commitment to the Vision and Values of Wirral MBC
- Commitment to teamwork
- 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



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL

## 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.

### Health & Safety Considerations:

- Working evenings/weekends
- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: Head of Service**

**Date Of Approval: 2019**



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL