

## CAMBRIDGESHIRE COUNTY COUNCIL

### JOB DESCRIPTION

**Job Title:** Tutor Level 3 qualified

**Section:** Adult Learning & Skills

**Directorate:** Economy, Transport and Environment

**Reports to:** Performance Manager

**Grade:** JNC (13-17)

**Location:** Various

**Hours:** Various

#### **Job Purpose:**

The role is to achieve contract outcomes by working with learners who are furthest from learning and skills. To support them in overcoming barriers to learning in order to realise their maximum potential and support their social inclusion. Achieving this aim by working with key partners to plan and deliver a structured, high quality adult learning programme(s) for post 19 learners, which takes account their individual needs, interests, skills and aptitudes and plans for progression.

#### **Principal Accountabilities:**

##### Meeting targets in line with service goals

1. Ensuring that opportunities to meet targets are maximised
2. Planning progression paths to meet learner's individual need.
3. Contributing to Self-Assessment and Improvement Plan process. Liaises and negotiates directly with outreach partners in order to plan classes which are appropriate to learners furthest from learning and skills.
4. Recognising learners and geographical areas which best meet our contract targets and CCC performance indicators and supporting performance managers (who lead on performance) to achieve these targets.

##### Programme and Curriculum Delivery

1. Plan and deliver structured, high quality adult learning programme(s) using a variety of teaching methodology and learning resources to promote inclusive learning and encourage learner involvement in the achievement of learning outcomes.

2. Ensure initial and on-going assessment process(es) are undertaken with learners, so that an assessment can be made of their progress, an individual learning programme can be developed and learning objectives are recorded and achieved.
3. Teach a maximum of 24 hours a week (pro rata), to include a minimum of one evening a week if required.

#### Programme and Curriculum Development

1. Attend standardisation meetings and access curriculum development material. Contribute to developing strategies to improve retention and maintain minimum levels of achievement within the programme(s)

#### Management Information/ Quality Assurance

1. Provide documentary evidence for self-assessment, inspection and audit requirements to demonstrate compliance with quality standards, funding requirements and learner entitlements.
2. Participate in preparation for any internal or external inspection of the service and in support of ongoing learner voice activities..

#### Health and Safety and Safeguarding

1. Ensure the health and safety of service users and staff , and ensure all courses achieve the County Council's Health and Safety Policy and POVA.
2. We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

#### Additional Responsibilities

Tutors who wish to develop and progress up the tutor pay scales are also expected to take on a range of additional roles and responsibilities, reflected not only in their qualification level but also in the tasks they take on.

1. Tutors must be willing to work towards an IAG qualification if required in order to Work with learner/service user to offer support and guidance to plan and implement their next step and review progress and to meet targets set by line manager in support of overall contract target
2. Extra responsibility payments (by moving up within the pay band) are available for those who undertake management responsibilities of either resources or teaching assistants.

## PERSON SPECIFICATION

**Job Title:** Tutor Level 3 Qualified

**Section:** Adult Learning & Skills

**Directorate:** Economy, Transport and Environment

**Reports to:** Performance Manager

**Grade:** JNC (23 – 27)

**Location:** Various

**Hours:** Various

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

### Education, Qualifications & Training

#### Essential:

L3 Award in Education and Training or Equivalent  
Level 3 Supporting specialism or equivalent or Level 3 Information Advice & Guidance qualification

#### Desirable

Willing to work towards an Assessors/Verifiers Award (A1/V1)  
Willing to work towards a Level 3 Information Advice and Guidance qualification.  
First Aid Certificate

### Knowledge & Experience

#### Essential:

Experience of planning, monitoring, evaluating the learning process and making decisions based on best interests of learners and their progression within agreed limits.  
Experience of working with disengaged adults who are furthest from learning and skills  
Current knowledge of teaching literacy and numeracy.  
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate actions as necessary.  
Demonstrable understanding and commitment to equal opportunities and the ability to use this knowledge in adult learning practice  
Experience of implementation and evaluation of high quality programmes

Demonstrate an understanding of the safe working practices that apply to this role.

### **Skills & Attributes**

#### Essential:

Able to demonstrate excellence in teaching

Proven ability to communicate with colleagues and learners both verbally and in writing.

Able to develop, motivate and assess and provide constructive feedback to adult learners

Will need to travel to a variety of locations within the county and deliver learning at a variety of locations.

Willingness to undertake relevant professional development.

Ability to use technology within the classroom and the preparation of materials

## **CAMBRIDGESHIRE BEHAVIOURS**

### **Core Behaviours:**

#### **1. Working together**

Think creatively about opportunities to work together and building rapport.

Deliver results across team and organisational boundaries.

#### **2. Integrity**

Focus on outcomes and am self-motivated.

Think and plan strategically to deliver services that are based on colleague and customer feedback.

#### **3. Respect for others and public resources**

Identify areas for improvement to meet the diverse needs of customers and colleagues.

Challenge poor use resources, delivering improvements.

#### **4. Excellence**

Consistently review current practice in order to deliver best practice.

