

## **MEDWAY COUNCIL - JOB PROFILE**

<b>DESIGNATION</b>	<b>Tutor</b>
<b>DEPARTMENT</b>	<b>Medway Adult Education</b>
<b>RESPONSIBLE TO</b>	<b>Programme Manager</b>
<b>GRADE</b>	<b>Adult Education</b>

### **1. MAIN PURPOSE OF JOB**

To plan and deliver programmes of adult learning within Medway Adult Education at the times and venues agreed. To be responsible for preparing a scheme of work and lessons appropriate to the learners including a written lesson plan for each lesson taught. To monitor, assess and record the progress of the learners, individually or as a group and give advice to learners in relation to their learning. Evaluate the effectiveness of the teaching and respond to the feedback given.

Carry out administration duties according to the guidelines given and attend department and service staff meetings. To participate in training opportunities in order to meet national requirements.

Be aware of health and safety responsibilities and work to promote and apply the Service safeguarding and safe recruitment policies. To act in accordance with Medway Council's and MAE Equal Opportunities policy.

### **2. PERSON SPECIFICATION**

#### **Qualifications**

##### *Essential*

- Minimum of English and Maths at Level 2 or willingness to undertake the Adult Literacy and Numeracy test within the first year of appointment (Essential)
- Full (or working towards) subject specific qualification in the subject to be taught (Desirable) 10% weighting
- Full (or working towards) qualification in the teaching of adults, Certificate in Education/ DTLLS or equivalent. Must have a minimum of an initial teaching qualification at level 3. (Essential) (25% weighting)

#### **Experience**

##### *Essential*

- Previous experience of working as a member of a group of adults in a learning situation (Desirable)
- Teaching/instructing/leading groups of adults in an educational or other setting (Essential) (20% weighting)
- Thorough knowledge of subject offered with evidence of keeping up to date with developments in the field along with an understanding of safeguarding gained from recent training (25% weighting)

#### **Skills**

##### *Essential*

- Well-developed communication skills, oral and written, for teaching and fulfilling administrative tasks (20% weighting)
- Confidence and competence with IT applications and an awareness of the potential of ILT to enhance and enrich learning (Essential) (5% weighting)

## **Personal Qualities**

### *Essential*

- Ability to respond to situations as they arise and flexibility to adapt to the changing context of adult and community learning

## **3. ORGANISATION**

### **(i) ORGANISATION CHART**

#### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post holder will be managed by the Programme Manager but the day-to-day supervision may be through the Programme Co-ordinator.

#### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

The post holder will be required to plan the delivery of the courses they teach so will require a high level of initiative and independence.

#### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

None

#### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The principal context is that of class contact with the learners. Within the organizational structure, part-time tutors have regular contact with the Programme Manager, Programme Co-ordinator and administrative support staff.

## **4. FINANCIAL ACCOUNTABILITIES**

None

## **5. WORKING ENVIRONMENT**

The post holder may work in evening centres or community venues and main centres