

Job Profile: Adult Community Learning Tutor: Community Development – Communities and Local Interests

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Job Grade: Job Zone 3 Level 1

Salary Range: £28.45 per hour including planning, delivery and annual leave allowance

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden Adult Community Learning service (Camden ACL) encourages and supports adults to make their first steps back into learning and so become more active economically, in their families and communities, and maintain better health.

We aim to bring together adults, often of different ages and backgrounds, by helping them to pursue an interest, address a need, gain a new skill, become healthier, or learn how to better support their children.

Our courses target:

Adults 19+:

- with low skills
- with low skills facing barriers due to age, disability, or learning difficulties
- with low skills, low incomes and least likely to participate in adult education
- with low skills who are seeking employment
- Parents with low skills and low income whose children are at risk of underachieving

About the role

Teach accredited (Entry level – Level 1) and non-accredited Community development courses in community venues. We are working in partnership with a wide range of community groups to meet needs they have identified. Courses run termly, usually for 2 hours each week.

Community development tutor will deliver courses/workshops to support learners to develop skills, expand knowledge and awareness of community engagement, celebrating diversity, active citizenship, an understanding of Safeguarding and volunteering roles and responsibilities.

About you

- Essential: Experience of designing and teaching accredited (Entry level – Level 1) and non-accredited Community development courses in community settings to Ofsted requirements
- Essential: Teaching qualification, for example the Certificate or Diploma in Teaching Adults in the Lifelong Learning Sector (CTLLS/DTLLS), Preparing to Teach in the Lifelong Learning Sector (PTLLS) or equivalent.
- Essential: Experience of working with learners from diverse backgrounds reflecting the population of Camden and the ability to promote equality and celebrate diversity
- Essential: Experience of working with vulnerable groups, including those experiencing mental and physical health issues, those at risk of homelessness, those with learning disabilities
- Essential: Experience of teaching adult learners with a range of differing experiences, levels of English language, backgrounds and skills
- Essential: Awareness of safeguarding, Prevent, Health & Safety policies and effective practices
- Essential: Ability to use technology to enhance learning
- Essential: Excellent administrative, communication and personal organisation skills
- Essential: The ability to 'think on your feet' and use initiative to deal with the challenges of working in the community

Work Environment:

Activity rooms within community centres, council buildings, Tenant Halls, libraries, schools and Children centres.

Teaching face to face within council guidelines.

Working from home to teach online courses, if required.

People Management Responsibilities:

N/A

Relationships:

Internal:

- ACL Programme Manager Community development – Communities and local interests: Line manager
- Deputy Head ACL: RARPA audits; session observations; staff development
- In-house tutor team, particularly other Community development tutors: sharing resources and good practice
- Community Centre managers: accommodation, equipment, resources
- Information and research officer: data returns
- Volunteers: managing in-class support (where available)

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,