

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job details

Job title:	Adult Learning Services Tutor
Directorate:	Adult Learning Services
Reporting to:	English/ESOL Curriculum Manager
Grade:	PO1

Job description

Purpose	<p>To work for Adult Learning Services as a peripatetic tutor teaching to adults in a range of different environments from Children's Centres to local community groups.</p> <p>To provide outstanding quality of learning for individuals that is inclusive and ensures comprehensive assessment and progression.</p>
Main duties and responsibilities:	<ol style="list-style-type: none">1. Achieve the outcomes according to the mission of the service. Plan and teach high quality courses that are inspiring and take into account individual needs of adult learners. Respond to the needs and abilities of learners and maintain their morale and motivation.2. Induct learners incorporating Health and Safety procedures, Safeguarding, Complaints and Compliments policy and expectations of engagement. Identify and seek to provide additional support required so that learners can achieve their maximum potential.3. Monitor and record appropriate assessment of learning, taking into account prior attainment. Work with learners to set challenging targets that are incorporated into individual learning plans. Work with learners promoting peer and self-assessment and extend the ways in which they learn.4. Ensure that curriculum planning and delivery take into account the needs of Hackney's diverse communities. Ensure that activity risk assessments are undertaken and health and safety and learner welfare is embedded in delivery. Ensure that Safeguarding policies and shared values are embedded into all aspects of teaching, learning and assessment. Where appropriate, such as when working with hazardous substances, ensure specific risk assessments are undertaken. Promote Learner Voice and engage the learners in all stages of the learning process.5. Support learners to make timely and informed decisions about their progression by embedding information and advice into course planning. Where suitable, make use of the IAG team and Hackney Works employment team to support learners' progression on to further learning, training and employment.6. Ensure all paperwork linked to the course is completed fully adhering to the ALS guidelines and handed in within given timescales. Ensure that all documents are submitted to the relevant curriculum team: enrolment forms, initial assessment records, diagnostic testing records, schemes of work, lesson plans, ILPs, registers, etc.7. Monitor learners' attendance and retention and take appropriate follow up action.8. Make effective use of technology, promote the use of e-learning and incorporate the

use of ILT and web access where appropriate to support learning.

9. Participate in the lesson observation process, respond to feedback and action planning to raise the quality of teaching and learning in line with the Ofsted inspection framework. Where appropriate, take part in the peer observation scheme as a professional development tool.
10. Prepare learners for exams and assignments, where appropriate. Actively participate in the implementation of examinations and assessment procedures including undertaking invigilation, marking of papers and moderation process, where appropriate.
11. Recognise and record learners' progression and achievement of academic and personal development goals through formative and summative assessment and regular marking of coursework, including constructive feedback.
12. Take part in the Personal Development Review process with line manager, including 1:1 meetings.
13. Foster and maintain relationships with community organisations and partners across the borough. Work as a team with staff at Hackney Learning Trust and other relevant partners and actively contribute to team reviews.
14. Keep up to date with advances in relevant areas of professional expertise. Attend training sessions, INSET days and forums as appropriate.
15. To undertake such additional duties as appropriate to the post, which may be required.

General
requirements:

- The post holder will at all times, carry out his/her duties with due regard to the Hackney Learning Trust's Equality and Diversity Policy and Health & Safety at Work. It is the post holder's responsibility to be sensitive and caring to the needs of others, promoting a positive approach to a harmonious environment.
 - It is the post holder's responsibility to promote and safeguard the welfare of children and vulnerable learners that are engaged with as part of the job.
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Job title: **ALS Tutor**

Person Specification

	Essential	Desirable
Qualifications		
PGCE, Diploma in Education and Training (or equivalent)	✓	
ESOL subject specialism or Functional Skills English or Adult Literacy subject specialism OR relevant Degree	✓	
Recent continuing professional development in English/ESOL		✓
Experience		
Teaching English to adult learners at different levels.	✓	
Teaching Functional Skills English in embedded contexts.		✓
Carrying out initial, diagnostic, formative and summative assessment of learners and keeping relevant records.	✓	
Devising a syllabus and setting goals to meet the needs of adult learners.	✓	
Finding, designing and adapting relevant teaching and learning materials for adult learners.	✓	
Using ILT in the classroom.	✓	
Working as a peripatetic tutor in community settings.		✓
Teaching accredited and non-accredited courses.	✓	
Knowledge/Skills		
An understanding of and commitment to Equality and Diversity and Safeguarding issues within the workplace and learning environments.	✓	
An understanding of the current Ofsted Inspection Framework.	✓	
Sound knowledge of current developments in Adult Community Education.		✓
Excellent communication and presentation skills, both written and verbal	✓	
Understanding of RARPA processes.	✓	
Behaviours (from our Behaviour Framework)		
Ability to work effectively with colleagues and a wide range of people at different levels	✓	
Able to organise and manage time effectively	✓	
Able to work varied patterns, including the occasional evening or Saturday		✓

Able to work on own initiative and as part of a team	✓	
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Re-evaluation - approval to proceed (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:		Signature:		Date:	
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