RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position title: Casual Adult Learning Tutor

Grade: Adult Learning Tutor

Directorate: Children & Families

Department: Rutland Adult & Community Learning

Responsible to: Adult & Community Learning Quality Assurance and Monitoring Coordinator

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Purpose of the Job:
To deliver an outstanding learning experience and promote skills enhancement whilst increasing participation in learning.

Main Responsibilities:

1. To enable individual learners to achieve their learning outcomes.

2. To ensure the completion of all relevant support activities and documents.

3. To participate in the Service's Self-assessment and Quality Assurance procedures.

Pre-Course Preparation:

- Provide pre-course information including learning outcomes and teaching inputs within 2 weeks of the course being organised.
- Contribute to the enrolment process in order to provide information and advice to learners
- Attend staff briefings

Teaching:

- Provide RACL Management with an outline Scheme of Work within 2 weeks of the course starting and a complete SoW within 5 weeks of the course starting
- Complete learner initial assessment to identify individual learning needs including basic skills
- Create well-structured, appropriate learning opportunities which form a programme of study which is capable of being assessed and evaluated
- Ensure learner records are maintained for all learners
- Prepare thoroughly for all classroom teaching sessions by producing lesson plans for each session.
- Create learning opportunities which provide differentiation, a variety of learning styles and ensure equality of opportunity
- Arrive punctually; good practice requires at least 15 minutes before the start of the class

- Leave the room in a suitable condition for the next class

Other teaching-related duties:

- Complete any risk assessment for teaching activities and comply with health and safety requirements within the classroom and report any concerns.
- Complete course registers accurately and undertake other course-related record keeping as required.
- Participate in the Service's Self-assessment process, including Observation of Teaching, Learning and Assessment, mid-term reviews and learning walks.
- Maintain a course file and appropriate learner records to include Scheme of Work, lesson plans and learner work samples.
- Mark learners' work/assignments if appropriate.
- Undertake an end of course review with the learners within 1 week of the course closure.
- Complete a tutor review of the course at the end of the course.
- Undertake CPD linked to the role.

Learning support:

- Provide on-course and exit information and guidance.
- Contribute to measures to improve the retention of learners in consultation with RACL Management

Dimensions:

- No Line Management or budget responsibilities

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Qualification in the subject specialism (to Level 4 equivalence), or an in-depth knowledge and substantial experience in the subject area.	A/D

Desirable	Method of Assessment *
Teaching qualification appropriate for working in the Adult Learning (Post-16) sector, e.g. PGCE, Cert. Ed., DTTLS, Diploma in E & T L5.	A/D/I
PTLLS or E & T L3 would be an advantage for an applicant without a formal qualification; all staff not formally qualified will be required to undertake the Diploma in E & T L5.	A/D/I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of teaching/training or working with groups of adults in an appropriate field for a minimum of 10 weeks.	A
An understanding of the principles underpinning teaching of adults, e.g. planning, delivery, assessment and evaluation of learning.	A/I
An awareness of different learning strategies and teaching methods suitable for teaching a diverse range of abilities.	A/I

SKILLS

Essential	Method of Assessment *
Effective oral and written communications, numeracy and interpersonal qualifications and skills to communicate effectively with both staff and learners. (To at least L2 and/or willingness to acquire appropriate equivalent qualification.)	A/D/I

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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

*** A = Application Form D = Documentary evidence I = Interview T = Test**

STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
31 May 2016	Yes	R Shore, Adult Learning Manager
20 March 2024	No – format change	Atessa Bradberry, Adult and Community Education Lead
30 June 2026	Yes (minor wording changes to reflect current structure)	Charlotte Law, ACL Quality Assurance & Monitoring Coordinator
29 Oct 26	Yes – updated wording	Louise Onions, Adult and Community Learning Team Leader