

## **The Northern College**

### **Job Description**

<b>Post Title:</b>	<b>Tutor</b>
<b>Grade/Salary:</b>	Academic/Academic Related Scale Points 25 - 28 £30,045 - £32,698
<b>Responsible to:</b>	Curriculum Manager
<b>Work arrangements:</b>	36 hours per week, 52 weeks per year (pro-rata for part time staff) You will be required to work such hours as are reasonably necessary for the proper performance of your duties.

### **Purpose of the Role**

To be responsible for the delivery of high quality teaching, learning and assessment on a variety of courses in line with the Education Inspection Framework.

### **Main Duties**

- 1 To organise, plan, deliver and assess high quality teaching, learning and assessment, face to face and remotely in line with individual teaching hours' allocation.
- 2 To undertake marketing, recruitment and admissions activities for the agreed course area including attending events on and off College premises.
- 3 To assess, record and report on student progress using the College's student review and marking policies.
- 4 To monitor and report on student attendance, in line with the College Attendance Monitoring Procedure.
- 5 To ensure the timely completion of all documentation required in association with teaching, learning and assessment and College expectations.
- 6 To intervene where student performance falls below the expected standard, working with cross College support services as appropriate.
- 7 To ensure the successful completion, achievement and progression of all students in the curriculum area
- 8 Performing the role of personal tutor if required by the curriculum area.
- 9 To participate in pedagogical research and project development as required by the curriculum area.
- 10 To participate in quality improvement activities.
- 11 To design and develop teaching and learning materials, including those required for blended and online delivery.
- 12 To review and evaluate lessons and courses in order to drive improvements.
- 13 To work with employers and progression partner organisations to ensure the course offer has clear intent and impact.
- 14 To promote the integration of English, Maths and digital across the curriculum

- 15 To ensure the College quality assurance procedures and the requirements of accrediting bodies / RARPA are adhered to and that accurate course and awarding body registrations are completed.
- 16 Undertake IV duties and liaise with awarding and examination bodies as agreed with line manager.
- 17 To support, along with other members of the College's teaching team, any evening or weekend activities or courses in accordance with the College's Workload Agreement.
- 18 To attend meetings and working groups, both within the College and externally, as appropriate.
- 19 To observe all college policies, procedures, working practices and regulations, and in particular to comply with the College's Equality and Diversity policy, Health and Safety policy, Financial Regulations, Safeguarding policy and Code of Conduct.
- 20 Promote effective communication and open dialogue with others.
- 21 Demonstrate a strong commitment to self-development and undertake professional development as required and contribute to the achievement of College objectives.
- 22 Undertake any training and development deemed relevant to the post.
- 23 Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or a senior leader acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date: