

JOB DESCRIPTION: LECTURER

Post:	Employability Tutor
Reports to:	Deputy Head – World of Work
Salary:	Up to £30.04 per hour (Depending on experience and qualifications)
Hours of work:	Sessional

MAIN OBJECTIVE

To provide high quality, relevant learning opportunities which enable learners to maximise their educational, vocational and personal development potential thus facilitating the fulfilment of their aspirations. You will be required to deliver a range of employability short courses tailored to learners that require general skills development as well as learners who aspire to work within specific industries. To follow structured guideline and processes designed to support the learning journey and support learner progression and outcomes.

A. PEDAGOGIC WORK

1. Curriculum Delivery

- 1.1 To provide high quality teaching and learning to support adults on employability programmes to achieve their full potential.
- 1.2 To act as a personal tutor to learners, promoting self-esteem, challenging and supporting them to complete the courses and achieve their goals.
- 1.3. To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.
- 1.4 To communicate effectively with learners and respond appropriate to their needs.
- 1.5 To ensure appropriate learner participation in the teaching and learning process in classes, exercises, case studies etc.
- 1.6 To ensure that the learning outcomes for the discipline/subject/unit/module etc. are efficiently and effectively delivered.
- 1.7 To ensure that curriculum content, learning materials and curriculum delivery give positive images of minority groups.
- 1.8 To contribute to programme induction as required by the Curriculum Team Manager / Head of School
- 1.9 To contribute to the agreed quality assurance processes, liaising closely with the Curriculum Team Manager and Lead IQAs

2. Curriculum Development

- 2.1 To participate as required in the development of the curriculum ensuring that its content is relevant and current.

- 2.2 To assist design and lead delivery of bespoke employability courses in line with funding requirements.
- 2.3 To ensure that the curriculum meets the requirements of validating and awarding bodies.

3. Learner Assessment

- 3.1 Review the learner's initial assessment results and develop a learning plan to ensure the learner completes their programme
- 3.2 To meet the deadlines set for the return of work to learners and provide feedback in keeping with the policy of the School/College.
- 3.4 To utilise those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Curriculum Team Manager and Head of School.
- 3.5 Ensuring the assessment records are accurate and up to date and provide an audit trail of evidence in accordance with College requirements.

4. Student Selection

- 4.1 To ensure that the selection procedures are rigorously followed.
- 4.2 To ensure that the selection criteria and its operation is in line with the College's requirements.
- 4.3 To ensure that learners are offered appropriate guidance on their choice of programme, that learner guidance regulations are fulfilled and learners are provided with appropriate documentation within the time frame.
- 4.4 To undertake interviewing and other selection procedures as required.

5. Student Management and Welfare

- 5.1 To ensure that all learners are informed of the rules, procedures and sanctions governing conduct in all College activities.
- 5.2 To implement the College's student attendance and punctuality processes and procedures.
- 5.3 Ensuring that learners are aware of guidance and support services and referring learners to these services as appropriate.
- 5.4 Working with other people involved in the learner journey towards employment – Coordinators, IQAs, and other tutors, Employers
- 5.5 Contributing to working with a range of external agencies, including Job Centre Plus, Local Authority and others.

6. Tutorial Support

- 6.1 Provide learners with appropriate tutorial support in accordance with programme and individual requirements.

B. ADDITIONAL DUTIES

7. Staff Development and Appraisal

- 7.1 To undertake such staff development activities as required by the Head of School.
- 7.2 To maintain an up to date knowledge of specialist subject/discipline area.
- 7.3 To participate in the Appraisal Scheme as required.

7.4 To undertake staff development needs identified during such appraisal, or identified by the relevant academic manager.

7.5 To deliver such professional development programmes as may be appropriate to the skills of the postholder.

8. Management and Administration

8.1 To provide required statistical information within the time scale.

8.2 To undertake the role of class/course/group tutor/leader as required.

8.3 To maintain records in accordance with College requirements.

8.4 To participate in academic and other committees as required.

8.5 To ensure that all targets as agreed and set by the College are met.

8.6 To record key data using internal monitoring systems and provide regular written reports and case studies as directed by the Curriculum Manager

9. Liaison

9.1 To undertake such liaison with internal and external bodies as required.

10. Marketing

10.1 To assist in the marketing or presentation of programmes in accordance with the requirements of the College.

10.2 To contribute to the academic marketing objectives as required.

11. Quality and Student Evaluation

11.1 To contribute to the implementation of the College's and academic area's Quality Improvement Plans.

11.2 To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the required format and within the set time scale.

11.3 To implement as required College quality processes and procedures.

11.4 To fully participate in student and programme evaluation as required.

12. Research and Consultancy

12.1 To undertake such research and study as may be appropriate to maintain the course provision at a consistent level of excellence within available resources.

12.2 To undertake any individual or collaborative consultancy work deemed by the College to be appropriate to the duties of the post.

13. Teamwork

13.1 To work as an effective programme, area, school, and college team member.

14. General Duties

The postholder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual corporate targets within the College's annual planning and staff

performance review process and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College procedures as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

PERSON SPECIFICATION

Post Title: Employability Tutor

Please read the items in this Person Specification carefully, and when completing your Application form, describe and provide evidence of your knowledge, skills and experience in terms of those particular items. Selection will be based on the criteria below.

Qualification
1. Teaching Qualification - Level 3 or above – essential
2. A1 Assessor award and Verifier awards- desirable
Knowledge, Skills and Experience
3. Suitable teaching experience across a variety of levels
4. Working with challenging and vulnerable adults and an understanding of current challenges and barriers to employment
5. Ability to relate well with different target groups, such as 50+, from different backgrounds forming strong, positive relationships.
6. Management experience or have the ability to manage a group of learners
7. Excellent customer service skills
8. Exceptional delivery skills and demonstrating ability to motivate learners
9. Designing and developing schemes of work to a high standard
10. Planning creative and engaging delivery programmes to support learners
11. Knowledge of quality assurance
12. Good communication skills, verbal and written.
13. Ability to work effectively as part of a team.
14. Good organisational and IT skills.
15. Evidence of recent and relevant CPD activity.
16. Ability to work on own initiative, within College aims and objectives.
17. A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety and Data Protection.