

**Job Description**

**Post title:** Sessional IT and Employability Tutor

**Responsible to:** Curriculum Manager – Offsite Provision

**Salary:** £30.84 per hour including holiday pay

**Purpose of Job:**

To deliver teaching, learning and assessment within a specialist area to the highest possible standard. To provide other support, advice and guidance and assessment to ensure the best possible student experience.

**Main Duties and Responsibilities:**

* To act as a personal tutor to a group of students.
* To provide student assessments, reports and references as required.
* To participate in college appraisal and staff development.
* To contribute to college curriculum development.
* To participate in any arrangements required to facilitate college inspection.
* To participate in the college self-assessment process and contribute to the college   
  performance indicators.
* **Curriculum Development:** Design, develop, and update IT and employability curriculum that aligns with adult learners' needs, varying skill levels, and the evolving demands of the job market.
* **Instruction:** Deliver engaging and effective classroom or virtual instruction sessions on IT basics, computer literacy, software usage, internet skills, and more. Facilitate discussions, activities, and hands-on projects to consolidate learning.
* **Employability Skills:** Give instruction and guidance on essential employability skills such as CV writing, job search, interview preparation, communication skills, time management, and teamwork.
* **Individualised Learning:** Identify learners' strengths, weaknesses, and learning styles to tailor instruction and support to their specific needs.
* **Assessment and Progress Tracking:** Develop assessment strategies, assignments, and tests to measure learners' progress. Regularly evaluate and provide constructive feedback on work.
* **Classroom Management:** Maintain a positive and inclusive learning environment that encourages participation, collaboration, and mutual respect among learners.
* **Resource Development:** Compile a variety of learning materials, including digital resources, multimedia presentations, and handouts, to support the curriculum and enhance learners' understanding.
* **Mentoring and Support:** Offer personalised one-to-one guidance and support to learners, addressing their questions, concerns, and challenges related to both IT skills and employability.
* **Stay Current:** Keep abreast of emerging trends in IT and the job market to continually enhance the curriculum and instructional methods.
* **Data Management & Administration:** Maintain accurate records of attendance (registers), assessments, and learner progress. These include Individual Learning Plans (ILPs), initial, diagnostic and formative assessments.
* To ensure all the required standards of health and safety and adhere to all college policies including Health & Safety, Equal Opportunities and Quality policies.
* To undertake such other duties relating to the efficient and effective operation of the Programme Area consistent with the responsibilities of the post or as may reasonably be required from time to time by the Principal or Deputy Principal.

This list is not exhaustive and is only an indication of responsibilities.

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The job description is accurate as of September 2023 but is subject to change and development in line with the needs of the College.



**PERSON SPECIFICATION – IT and Employability Tutor**

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

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|  | **Qualifications** |
| 1 | Literacy and numeracy qualifications at least Level 2 |
| 2 | Level 4 Teaching qualification – or willingness to obtain |
|  | Experience |
| 3 | Experience as an IT tutor, preferably in an adult education setting. |
|  | Knowledge, skills and abilities |
| 4 | Strong knowledge of IT basics, computer literacy, software applications, and internet navigation. Able to troubleshoot. |
| 5 | Familiarity with employability skills and local (North London) job market trends. |
| 6 | Patience, empathy, and a passion for teaching and supporting adult learners, who may experience anxiety and may have previously encountered work-related stress. |
| 7 | Organisational skills with the ability to manage a diverse classroom environment. |
| 8 | Proficiency in using various teaching methods and technology tools for effective instruction. |
| 9 | Ability to work independently and collaboratively within an educational team. |
| 10 | Flexibility to adapt to learners' needs and adjust instructional strategies accordingly. |