

 **Job Description**

**Post title:** SessionalEquality, Diversity and Inclusion 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 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 or update our existing EDI course that covers a wide range of EDI topics, including but not limited to race, gender, sexual orientation, disability, religion, age, and socio-economic status, work-place obligations and current legislation.

##### Instruction: Deliver engaging and thought-provoking lessons that encourage critical thinking, self-reflection, and open dialogue among learners. Foster an inclusive classroom environment that respects diverse viewpoints.

##### Interactive Learning: Utilise a variety of teaching methods, including group discussions, case studies, multimedia presentations, and interactive activities, to facilitate meaningful learning experiences.

##### EDI Frameworks: Introduce learners to relevant frameworks, theories, and models related to EDI, providing them with a solid foundation for understanding systemic inequalities and discrimination.

##### Current Events: Incorporate current events and real-world examples to highlight the relevance of EDI concepts and encourage learners to apply their understanding to contemporary issues.

##### Facilitate Difficult Conversations: Create a safe space for challenging conversations about sensitive topics, and guide learners in developing effective communication skills and conflict resolution strategies.

##### Individualized Support: Recognise the diverse backgrounds and learning needs of participants and tailor instruction to accommodate various learning styles and abilities.

##### Assessment and Reflection: Develop assessments, assignments, and projects that evaluate learners' comprehension and encourage critical analysis of EDI issues. Provide constructive feedback to support their growth.

##### Resources: Develop or adapt resources, including readings, videos, and guest speakers, to enhance the curriculum and offer additional perspectives on EDI topics.

##### Stay Informed: Keep abreast of evolving EDI theories, practices, and legal frameworks, ensuring that the curriculum remains relevant and aligned with the latest advancements.

* 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 – EDI 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 | Prior experience teaching EDI courses to adults or in higher education settings.  |
|  | Knowledge, skills and abilities |
| 4 | Demonstrated expertise in the field of Equality, Diversity, and Inclusion, with a strong understanding of intersectionality and systemic inequalities.  |
| 5 | Excellent communication, facilitation, and presentation skills.  |
| 6 | Empathy, patience, and the ability to handle sensitive topics with professionalism.  |
| 7 | Strong interpersonal skills to foster an inclusive and respectful learning environment.  |
| 8 | Ability to foster critical thinking, self-awareness, and empathy among learners.  |
| 9 | Proficiency in integrating multimedia and technology into teaching.  |
| 10 | Commitment to continuous learning and staying updated on EDI best practices.  |
| 11 | Cultural competence and an understanding of the importance of representation and inclusivity in education and work settings.  |