

TUTOR JOB DESCRIPTION

Purpose of the job:	<ul style="list-style-type: none"> i. To teach on College courses as agreed with your Line Manager. ii. To contribute to curriculum development in your subject. iii. To be responsible for Quality Assurance of your teaching and/or other duties.
The part-time tutor normally reports to the relevant Curriculum Manager	

Main Duties and Responsibilities:	
1.	To plan, prepare, deliver and evaluate a course(s) of learning for learners as set out in the contract of employment to the agreed number of hours and weeks.
2.	To provide detailed syllabus/course outline information and an initial scheme of work for each course before commencement and update/maintain them as part of the course documentation files.
3.	To prepare appropriate plans and learning materials for each session, to make them available for monitoring or lesson observation visits and to maintain them as part of the course documentation files.
4.	To give subject specialist information, advice and support to learners as part of teaching duties, including providing learners with advice on progression, either within this College or at another establishment.
5.	To monitor, mark and assess learners' work and progress and maintain such records as appropriate and to prepare learners for exams and accreditation. To aim to return work within 10 days as appropriate.
6.	To mark the register accurately at the start of each session and use the register in the event of a fire or other emergency.
7.	To ensure that learners complete all of the relevant administrative documentation, including Learning Programme Agreements, payment of fees, etc.
8.	To keep learners' records as required by the College, including initial assessment and Learning Agreements records; Individual Learning Plans and progress records; exit info for learners leaving a course, wherever possible.
9.	To monitor and evaluate courses and to provide feedback to the Centre Head and/or Curriculum Managers as requested, thus taking responsibility for the quality of your teaching.
10.	To ensure that all equipment and facilities are used appropriately and safely.
11.	To ensure that the post holder pays due regard to and fully supports the College's, LEA's and LSC's policies, including Equality & Diversity, Health & Safety, DDA, Quality Assurance, etc, and carry out the duties required.
12.	To attend and contribute to at least two staff and/or curriculum meetings per academic year and a minimum of one staff training day per academic year.

13.	To assist with enrolment and recruitment procedures as appropriate.
14.	To ensure continuing professional/curriculum development and to participate in training where appropriate, keeping up to date with your own subject(s) as well as national and local developments in adult learning.
15.	To contribute to the College's marketing, promotions and customer standards whenever possible and providing feedback to the College.
16.	To support the Curriculum Manager in the successful operational management of the curriculum area.
17.	To carry out other such duties as may be required from time to time by the Principal of SCOLA.

N.B. Invigilation duties will be remunerated at the invigilation rate.

VARIATION CLAUSE

This is a description of the job, as it is constituted at the date shown. It is the practice of this College periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

PERSON SPECIFICATION

- Qualifications in the subject specialism (to at least Level 4 equivalence), or an in-depth knowledge and substantial experience in the subject area as specified in the job description
- Teaching qualification* appropriate for working in Post 16 Sector, and/or willingness to undergo further training. Member of IfL (Institute for Learning).
- Experience of teaching/training or working with groups of adults in appropriate field.
- An understanding of the principles underpinning teaching adults, i.e. planning, delivery, assessment and evaluation of learning.
- An awareness of different learning strategies and teaching methods suitable for teaching a diverse range of abilities.
- Effective oral and written communication, numeracy and interpersonal qualifications & skills to communicate effectively with staff and learners alike (to at least Level 2 and/or willingness to acquire appropriate equivalent qualification).
- A commitment and ability to comply with Equality & Diversity, Health & Safety policies, etc.

** PTTLS would be considered an advantage for an applicant without a formal qualification, but all staff who are not formally qualified in teacher training will be required to undertake at least DTTLS within the first 2 years of appointment.*