

Manor Training & Resource Centre

JOB DESCRIPTION

Job title: Skills for Life Tutor

Reporting to: Curriculum Manager

Salary: Point 26 on Scale 6 (£22,001 to £22,221 pro rata)

Hours: 16+ hrs per week, term time only

Post/s subject to the organisation's annualised hours system.

Job Summary

To deliver Literacy and/or Numeracy and Employability sessions as part of the organisation's curriculum

Duties

To:

- Undertake interviewing, assessment and induction of learners.
- Tutor courses including preparation of course materials, schemes of work and session plans.
- Tutor courses in other locations
- Provide evaluation of learners and courses as appropriate.
- Assess work and give feedback to learners.
- Undertake formative and summative moderation
- Play an active part in the preparation and invigilation of exams and assessments.
- Prepare teaching rooms and materials for delivery.
- Support and supervise MaTReC's class volunteers in sessions.
- Liaise with other tutors for standardisation and sharing good practice.
- Ensure all relevant administration and recording procedures are complete.
- Adhere to given deadlines, e.g. timely learner completion, awarding body registrations, additional time, etc.

- Undertake on-going course development with the agreement of the Curriculum Manager
- Adhere to deadlines for organisational monitoring by ensuring learner programme data is kept up-to-date and passed on to the Data & Monitoring Officer on request.
- Keep up to date and current with national developments in your curriculum area.
- Undertake on-going course development with the agreement of the Curriculum Manager
- Undertake any other duties as required by line management within the grade of the post.

All members of staff are expected to:

- Adhere to MaTReC's Mission Statement and promote a positive image of the organisation
- Maintain confidentiality at all times
- Adhere to the Health & Safety policy and procedures of the organisation.
- Undertake Health & Safety duties in line with nominated role (if applicable)
- Undertake Continuous Professional Development activities to improve own performance as appropriate
- Carry out responsibilities with due regard at all times for Equal Opportunities
- Attend daily triage and QI meetings on a regular basis

PERSON SPECIFICATION

POST: Skills for Life Tutor

FUNCTIONAL AREA	DETAILS	E*	D*
ATTAINMENT Relevant qualifications (or equivalent) training	<ul style="list-style-type: none"> • Possession of a teaching qualification – Cert. Ed. or Post Grad • Possession of at least level 5 subject specialism. 	√ √	
SKILLS AND ABILITIES Experience and specific knowledge required for this post	<ul style="list-style-type: none"> • Minimum 3 years teaching experience working within FE/Adult/Continuing/Community Education • A consistent record of good teaching • Knowledge and understanding of the issues affecting community sector learning providers and the learners they serve • Experience of negotiation and advocacy • Demonstrating good practice and continuous improvements • Knowledge of current initiatives in adult education and subject specialist area/s • Experience of accreditation, moderation, verification and examination procedures • Experience and understanding of overcoming barriers and assisting learners to achieve 	√ √ √ √ √ √	√
APTITUDES Skills and abilities for effective performance	<ul style="list-style-type: none"> • Computer literate • Excellent organisational skills • Ability to exercise tact, diplomacy and sensitivity • Excellent communication skills, particularly writing and presentation skills • Ability to work to deadlines • Ability to motivate and inspire others 	√ √ √ √ √ √	

FUNCTIONAL AREA	DETAILS	E*	D*
	<ul style="list-style-type: none"> • Ability to solve conflict • Ability to plan effectively and work methodically with a strong commitment to detail and accuracy 	√ √	
PERSONAL ATTRIBUTES Disposition and characteristics relevant to the job	<ul style="list-style-type: none"> • Ability to be flexible and work with others to the benefit of the organisation • Good work ethic • Ability to work under pressure • Willingness to undertake further training • Willingness to attend local, regional and national events/seminars/conferences • Promotion, by example, of Equal & Diversity commitment 	√ √ √ √ √	√
CIRCUMSTANCES Special demands of the job that have direct impact on performance	<ul style="list-style-type: none"> • Full driving licence and access to motor vehicle • Occasional weekend/evening work 		√ √