

## Kent County Council

### Job Description: *Tutor - Response*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Community Learning and Skills (CLS)</b>
<b>Grade:</b>	<b>KSF</b>
<b>Responsible to:</b>	<b>Community Education Manager</b>

#### **Purpose of the Job:**

To plan, prepare and deliver high quality teaching, learning and assessment that supports learners to achieve the best possible individual outcomes on their courses.

To undertake all relevant tasks which are required to facilitate excellent guided learning.

To act in a way that promotes equality, fairness and has reference to the Prevent and anti-terrorism and Safeguarding agendas.

#### **Main duties and responsibilities:**

- To carry out initial and diagnostic assessment to inform high quality, innovative delivery, with SMART learning outcomes which challenge and inspire learners. Involving learners in the planning, review and evaluation process.
- Including in community venues, to deliver effective and high-quality learning experiences to meet all relevant academic and funding criteria and which enables learners to meet their personal learning goals. To support with opening and closing of buildings where necessary, to support CLS efficiencies
- To continuously monitor course effectiveness and assess learner development through individual learning plans to inform teaching strategies which ensure learner and programme success.
- Provide appropriate Careers Education, Information, Advice and Guidance (CEIAG) at all stages of the learner journey, including but not limited to:
  - Pre-course information and initial assessment - including specification of course entry criteria, technology requirements, resources
  - Learner induction face to face/online
  - Progression opportunities and employability options
  - Assessment and examination procedure (where applicable).
- To design and produce relevant, contextualised and motivational teaching materials, undertaking necessary research in order to deliver programmes to fulfill the requirements of the awarding bodies and the needs of the learners.
- To demonstrate subject knowledge and up to date expertise, using a variety of appropriate methods, and learning materials at a level consistent with high quality teaching and assessment. Promote and use technology and online learning systems, including virtual delivery, to improve outcomes for learners. Utilise Management Information systems i.e. e-registers, eILP, CLS Hub.

- To ensure all administrative procedures are done in a timely way, i.e. register marks/attendance records and ensure awarding body quality procedures and funding drawdown requirements are fully met. To support with opening and closing of buildings where necessary, to support CLS efficiencies.
- Undertake mandatory Continuing Professional Development (CPD), including regular observations of Learning, Teaching and Assessment. Use the Tutor Professional Development Portfolio (TPDP) to record CPD and individual improvement plan. Participate actively in any individual improvement plan and achievement of performance targets.
- To manage the roles of teaching assistant and volunteers where applicable, within the learning environment to ensure their effectiveness.
- To attend and contribute to curriculum team meetings as required.
- To deliver Health and Safety and other specialist inductions and responsibilities (i.e., basic or specialist Health and Safety induction, ongoing activity risk assessments) to an appropriate level to ensure compliance with KAE policies and procedures.
- To implement and promote KAE Equal Opportunities requirements in all aspect of the tutor role.
- Comply with and / or operate within:
  - Health and Safety procedures
  - As appropriate act as a 'buddy' to colleagues if required to support personal health and safety
  - Operate and understand Safeguarding requirements
  - Equality & Diversity requirements
  - CLS Quality standards and other requirements
  - Actively promote the Prevent Agenda, British Values, Equality and Fairness in all work areas and activities including KCC behaviours and guidelines.
  - Data protection and Informational Governance (General Data Protection Regulations).

*Tutors teaching on Community based programmes will be required to work in community settings, maybe asked to ensure that resources are moved between locations.*

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Tutor - Response*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Teaching qualification</li> <li>• L4/5 Subject specialist qualification</li> <li>• Professional CPD</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To have appropriate subject expertise (evidenced through interview/demonstration/qualification/ references is essential)</li> <li>• Experience working with post 16 learners.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• A commitment to continuing personal development, and professional and subject specialist updating.</li> <li>• A commitment to the promotion of Equality, Diversity and Inclusion. Consider Prevent within all activities</li> <li>• Competent in the use of technology to facilitate learning and data reporting</li> <li>• Ability to work in collaboration with colleagues and others</li> <li>• Excellent communication and presentation skills</li> <li>• Ability to travel around Kent is required to meet the provision, delivery and quality requirements for this role</li> <li>• Ability to plan and review lessons to improve outcomes for learners.</li> <li>• Ability to provide constructive and developmental feedback</li> <li>• Ability to prepare, review and revise individual learning plans</li> <li>• Ability to structure learning and assessment to maximise individual learner success</li> <li>• Able to successfully use online teaching software i.e. Zoom, Microsoft Teams</li> <li>• A Full UK Driving License – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Subject knowledge as appropriate to the level of course to be taught</li> <li>• Teaching and Learning in the Adult Sector</li> <li>• Wider subject knowledge to support learner progression</li> <li>• Knowledge of technology in the context of supporting learning.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul>

	<p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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