

Kent County Council

Job Description: *Adult Learning (Health & Fitness) Tutor*

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

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:

1. Prepare and deliver guided learning:
 - Produce appropriate schemes of work/lesson plans
 - Promote the effective use of individual learning plans
 - Teach classes; provide tutorials and other supervised learning as appropriate, produce resources
 - Promote and use technology and online learning systems to improve outcomes for learners
 - Support the development of maths and English
 - Review individual progress and adapt lesson planning accordingly
 - Meet and exceed minimum standards for retention and success.
2. Provide effective negotiated learning experiences face to face and online which enable learners to meet their goals within an inclusive environment that supports all individuals.
3. Challenge thinking, foster debate and develop the ability of learners to engage in critical discourse and rational thinking to support committing their learning to long term memory.
4. 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).
5. Provide constructive feedback:
 - Set, mark, correct and assess individual learners' work in a timely way against comprehensive learning objectives
 - Review and evaluate lessons and courses
 - Maintain and effectively use Individual learning plans with learners to facilitate the learners' evaluation of progress and understanding of what is required to improve
 - Offer information, support and guidance regarding progression routes within and outside the organisation.
 6. Attend meetings face to face/virtual as required (curriculum, pre-course, supervision, etc.).
 7. Assess, monitor and record learners' progress – using individual and group learning plans and record achievement.
 8. 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.
 9. Ensure accurate record keeping paper based and electronically (CLS Tutor Hub) including, and utilise IT and systems, including but not limited to:
 - E-registers
 - Individual Learning Plan/Record and other key information (relating to retention, achievement and completion)
 - Monitor and manage absence
 - Facilitate ongoing and end of course evaluation
 - Communication with learners.
 10. Actively support:
 - Curriculum development and research
 - Course promotion
 - The Self-Assessment process
 - The resolution of complaints
 - CLS efficiencies, including opening and closing building where required
 - Actively promote the Prevent Agenda, KCC & British values, Equality and Fairness in all work areas and activities.
 11. 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).

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: *Adult Learning (Health & Fitness) Tutor*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Teaching or other relevant qualification or willingness to achieve the same (training will be provided). Maths and English GCSE A-C or equivalent Educated to a good standard - Degree level.
EXPERIENCE	<ul style="list-style-type: none"> To have appropriate subject expertise (evidenced through interview/demonstration/qualification/ references is essential) Experience working with post 16 learners.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> A commitment to continuing personal development, and professional and subject specialist updating. A commitment to the promotion Equality, Diversity and Inclusion, Prevent within all activities Competent in the use of technology to facilitate learning and data reporting Ability to work in collaboration with colleagues and others Excellent communication and presentation skills A Full UK Driving Licence – 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. Ability to plan and review lessons to improve outcomes for learners. Ability to provide constructive and developmental feedback Ability to prepare, review and revise individual learning plans Ability to structure learning and assessment to maximise individual learner success Able to successfully use online teaching software i.e. Zoom, Microsoft Teams
KNOWLEDGE	<ul style="list-style-type: none"> Subject knowledge as appropriate to the level of course to be taught Teaching and Learning in the Adult Sector Wider subject knowledge to support learner progression Knowledge of technology in the context of supporting learning.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make

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