

JOB DESCRIPTION

Job Title: Senior Adult Education Tutor
Directorate & Section/Unit: People / Communities / Skills & Investment / Learning Services
Reporting to: Curriculum Manager

Salary Grade: Scale 6
WCC Management Level: Frontline staff
Number of Direct Reports: 0

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** – Ensure delivery of a high-quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** – Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To plan, prepare and facilitate post-16 learning activities across Worcestershire
- To support learners to become economically active, where desired, through the facilitation of relevant personal and skill development, achievement of qualifications and signposting to progression opportunities
- To implement the curriculum plan for Learning Services Worcestershire
- To contribute to quality assurance and service improvement through participation in quality assurance activities and peer support and mentoring
- To contribute to the achievement of service objectives, including those for raising participation levels and engaging suitable learners

Main Activities & Responsibilities:

- To take responsibility for a caseload of learners and prepare, plan, deliver and assess their learning programmes and pastoral support in line with Service strategies and policies, Education Inspection Framework expectations, and requirements of Education and Skills Funding Agency and Awarding Bodies (where appropriate)
- To teach learners and undertake the full range of learner-facing activities incorporated in teaching (as described in the ETF Professional Standards for Stage 2 Professional Teacher/Trainer)
- To design plans for learning which use appropriately diverse activities and resources to engage, support, stretch and challenge learners to meet their development needs
- To carry out regular reviews of learners' progress within their learning programme which includes accurate, constructive feedback on assessment activity, current progress, action planning for future progress and arrangements for any pastoral support or catch-up activity
- To work with prospective learners and learners to identify/assess their needs, recommend suitable programmes of learning and to review these needs and alter the plans for learning, if necessary
- To maintain the appropriate documentation to enrol learners, record progress, evidence achievement, track attendance and evaluate experiences
- To collaborate with other staff within the service – and with other professionals, where relevant – to ensure that progress and achievement for each learner is maximised
- To be an active participant in Service improvement activities and continual professional development, including through the Internal Quality Assurance and Self-Assessment processes
- To undertake the role of internal quality assurer, including by representing the Service at external quality assurance and Ofsted meetings, where appropriate

- To champion the use of the Service's Virtual Learning Environment and implement high-quality remote and hybrid learning opportunities
- To maintain currency with Functional Skills and/or GCSE practice and to facilitate improvement in learners' English, maths and digital skills by embedding appropriate activities and content into their learning programme
- To ensure Safeguarding, Equality of Opportunity and PREVENT are communicated to learners, embedded into practice and delivered to standards that assure the Service complies with our policies
- To collaborate with colleagues across the relevant curriculum area to develop curriculum plans, schemes of work and other associated documents for shared use
- To mentor new entrants to the sector and to the Service
- To undertake continued professional reflection of own work to develop and update practice, materials and resources for the benefit of learners
- To support the Service with needs analysis by actively promoting the Service and representing the Service in discussions with partners
- To assist in the marketing of courses, including via community outreach and engagement events

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job and sector, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Senior Managers, Managers & staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school-based staff, apprentices, internal quality assurers

External: Ofsted, Awarding Bodies, Healthcare Professionals, ICS, Educational Settings, Suppliers, Contractors, Statutory and Voluntary Organisations, service users, members of the public, volunteers, parents

Additional Information:

- This post is subject to a DBS check under the arrangements established by the Criminal Records Bureau
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy

Author: Anna Lee

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Date of grading confirmation: