



COUNCIL OF THE ISLES OF SCILLY

ROLE PROFILE

Role Profile					
Job Title	Adult Education Tutor	Job No. (Office Use)		Grade (Office Use)	AET pay scale
Business Unit	Strategic Development				
Team	Shared Services				
Reports to (Job Title)	Officer: Learning and Development				
Location	Isles of Scilly		Shift Pattern		
DBS check required	Yes				

Job Purpose	<ul style="list-style-type: none"> • To deliver an agreed programme of learning opportunities in your specialised curriculum area. • To plan, deliver, review and evaluate learning activities incorporating the principles of RARPA and the Common Inspection Framework by which all adult and community learning is assessed. • Prepare high quality, engaging teaching materials • Enable learners to develop their skills, knowledge and enthusiasm in a high quality learning environment; to help them become more effective learners and to ensure retention and achievement. • Undertake a range of duties in support of the responsibilities of the Lifelong Learning department. • Prepare individual session plans to the Isles of Scilly Lifelong Learning standard following a predetermined course specification. • Assess learners' individual learning needs at the start of the course, including any learning support and additional learning needs. • Regularly negotiate the content and style of sessions with the learners. • Monitor each learner's progress during the course using an individual learning plan and providing appropriate verbal and written feedback on progress and achievements. • Keep records relating to learners' attendance and retention including: marking the register and recording the expected progression routes for learners on completing their course. • Contribute to Quality Assurance systems by returning all completed
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	<p>paperwork within agreed timescales.</p> <ul style="list-style-type: none"> • Evaluate the overall effectiveness of teaching, using a variety of means, including student feedback. • Produce the written risk assessments required for the course. • Report any Health & Safety issues or incidents directly to the Officer: Learning and Development • Introduce all course documentation to learners in an efficient and positive manner. • Assist learners in choosing further learning opportunities. • Participate in staff meetings arranged to contribute to the development and implementation of the Self-Assessment Report.
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<p>Autonomy and Accountability</p>	<p>Support the Learning and Development and Lifelong Learning department by establishing and maintaining effective working relationships.</p> <p>To maintain high standards of professionalism to include: punctuality, confidentiality, professional dress and behaviour</p>
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<p>Relationships and Communications</p>	<p>Work with the Officer: Learning and Development on a one to one basis, in such a way as to ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability, as required by the Skills Funding Agency and the Officer: Learning and Library.</p> <p>Work effectively with colleagues, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Lifelong Learning department. Provide effective peer support for all other members of the Council's Lifelong Learning tutors by sharing own knowledge and expertise in a professional and constructive manner.</p>
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Management of Resources	The post holder will not have line management responsibilities. There are no budgetary responsibilities attached to this post.
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Working Conditions and Demands	<p>Prioritise conflicting demands.</p> <p>Manage flexible workload at different stages of the year.</p> <p>Handle sensitive/protected information and data.</p>
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Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Adult education teaching qualification or a willingness to achieve an appropriate qualification for lifelong learning. • Willingness to undertake training and professional development. • Ability to prepare high quality course documentation and materials and deliver high quality learning. • Knowledge, technical competence and up-to-date expertise in your curriculum area. • Enthusiasm to embrace ICT and e-learning where it supports the curriculum. • Good interpersonal skills and the ability to relate to new and hard to reach learners. • Willingness to work outside normal office hours. • Motivated to teach adults in community settings. • Approachable and helpful when dealing with learners. • The ability to enthuse, motivate and stimulate all learners including those with low self-esteem and little confidence in their ability to achieve. • Act with honesty, integrity and discretion <p>Desired</p>
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	<ul style="list-style-type: none"> • Appropriate qualifications in your curriculum area. • Teaching experience in your curriculum area. • Understanding of current Skills Funding Agency and OFSTED policy. • Confident user of ICT applications.
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<p>Corporate Standards</p>	<ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures. • Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.
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