

JOB DESCRIPTION (CURRICULUM)

JOB TITLE: Tutor

JOB NO:

GRADE: 3

DIRECTORATE: Place

NO OF POSTS:

SECTION: Birmingham Adult Education Service

1. Job Purpose

- 1.1 To plan, prepare and deliver high quality teaching, learning and assessment.
- 1.2 To support learners to achieve the best possible outcomes on their courses.

2. Duties and Responsibilities

- 2.1 To attend enrolment, assess learners and provide appropriate information, advice & guidance.
- 2.2 To arrive punctually, be in the classroom ready to teach at least 10 minutes before the start of the lesson and complete register as learners arrive.
- 2.3 To induct learners into their programmes, promote the right attitudes to learning and complete relevant documentation.
- 2.4 To promote regular attendance and punctuality with learners, and address absence issues.
- 2.5 To carry out appropriate initial and diagnostic assessments with learners and use these in planning.
- 2.6 To identify and meet individual learners' needs, including additional support needs.
- 2.7 To use Individual Learning Plans with learners to negotiate and regularly review challenging and meaningful targets and actively involve learners in this process.
- 2.8 To plan the course by devising or modifying a Scheme of Work to suit learners' needs.
- 2.9 To prepare thoroughly for teaching sessions, ensuring clear learning outcomes and that all learners are engaged, challenged and supported.
- 2.10 To use a variety of teaching strategies to promote active, collaborative and independent learning, and peer and self-assessment.
- 2.11 To develop and use a range of high quality resources, including ILT and Moodle, to support learning outcomes and promote learner engagement.

- 2.12 To use assessment for learning strategies during sessions to monitor learner understanding and progress, and to adapt sessions responsively to maximise learner achievement.
- 2.13 To mark or assess learners' work and give learners specific, positive and forward-looking verbal and written feedback on what they have done well and what they need to do to improve.
- 2.14 To develop learners' English and Maths skills as appropriate for the course and to signpost learners to English and maths provision where appropriate.
- 2.15 To complete all documentation related to accreditation in a timely manner in the format required.
- 2.16 To foster good relations between different groups, challenge discrimination and promote diversity.
- 2.17 To take responsibility for the Health and Safety of learners, to comply with Health and Safety requirements within the work area and report any concerns to the staff responsible for the site.
- 2.18 To carry out Post-Induction Survey, Course Evaluation and Destination Survey with learners.
- 2.19 To provide information, advice and guidance to learners before, during and at the end of the course, including information on progression routes.
- 2.20 To attend induction, staff meetings and training as required.
- 2.21 To ensure the Tutor Course File is kept up to date and to the required standards.
- 2.22 To follow BAES processes for the withdrawal and transfer of learners.
- 2.23 To leave teaching areas in a suitable condition for the next class.
- 2.24 To comply with and promote the City Council's framework of policies and procedures at all times. Key policies include Equality and Diversity, BCC Code of Conduct, Safeguarding, Health and Safety, Probation, Managing Performance and Disciplinary.
- 2.25 To comply with BAES's policies and procedures at all times. Key policies include OTLA Policy, Mentoring Policy, Peer Observation Policy, Marking Policy and my appraisal procedure.
- 2.26 To work effectively with colleagues, key partners and learners to support BAES's whole curriculum approach to safeguarding including Prevent and the whole organisation's approach to Equality, Diversity and Inclusion.
- 2.27 To check BAES email regularly for information.
- 2.28 To participate in staff development specified in annual my appraisal and arising from OTLA Tutor Action Plan.
- 2.29 To attend key staff meetings.
- 2.30 To participate in the BAES Mentoring scheme if required.
- 2.31 To undertake additional tasks and responsibilities, appropriate to the grade, possibly at short notice, that are necessary for BAES to meet its obligations to learners, the SFA or BCC, which may be reasonably required.

3. **Supervision Received**

3.1 Supervising Officer Job Title: Teaching & Learning Manager, Curriculum Leader

3.2 Level of Supervision

- Regularly supervised with work checked by supervisor.
- Left to work within established guidelines subject to scrutiny by supervisor.
- Plan own work to ensure the meeting of defined objectives.

3.3. **Supervision Given:** None

4 **Special Conditions**

4.1 Annual leave should not normally be taken during main enrolment periods or term time.

4.2 Some duties must be undertaken on site whilst others, with the agreement of the line manager, can be undertaken elsewhere.

4.3 Time, location of work and work base may change to respond to the needs of the Service.

4.4 Evening and weekend work may be required.

4.5 Travel between sites required, for which a casual car user's allowance will be paid.
(Travel between home and work not included).

4.6 DBS check required if the member of staff is allocated work based in a school or a children's centre, will be working with adults who are vulnerable, or is a member of the safeguarding team.

4.7 This vacancy is exempt from the Rehabilitation of Offenders Act.

4.8 This job description will be reviewed and updated at intervals when necessary.

Right to Work in the UK documentation will be fully checked for all applicants. All non UK and EU applicants are required to apply for a certificate of sponsorship from Birmingham City Council and must be approved by the UKBA before any employment offer can be confirmed.

Observance of the City Council's Equal Opportunities Policy will be required.