

Job Description and Person Specification

Post:	Hourly Paid Tutor/ Vocational Coach in Education and Childcare
Contract:	Hourly Paid
Hours:	Variable
Reporting to:	Delivery Manager
Grade:	Teaching and Training
Salary:	£24.71- £26.78 per hour (holiday excluded)

Key Purpose:

To act as a course tutor and personal tutor and teach a variety of occupational units on all levels of Education and Childcare programmes.

Main Duties and Responsibilities:

- To act as course tutor and personal tutor and take responsibility for the day-to-day delivery of Education and Childcare courses.
- To be able to teach up to level 3.
- To teach across a range of courses and be involved in student support and pastoral care.
- To prepare appropriate teaching materials and keep them up to date
- To assess students' work and attendance and use a Smart Assessor or E-Assessor for monitoring learner's progress.
- Where appropriate, to liaise with employers and secure work experience placements; monitor placements and assess students in the workplace.
- Undertake associated duties of administration and record keeping, enrolment and examination procedures etc.
- To be able to integrate English and maths into the vocational teaching.
- To promote the curriculum development of existing and new courses, including monitoring, evaluation, and quality assurance.
- Marketing and recruiting including interviewing and assessing students.

- Attend College and section meetings, and relevant staff development events
- To undertake other duties as appropriate.

Expectations of the Post Holder:

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.

Basic Skills and Learning Support:

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.

You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	The possession of professional qualifications in a subject relevant to Education and Childcare area		X
	Have expertise or experience of working in Education and Childcare learning Support services sector.	X	
	Teaching qualification / PGCE, Assessor Qualification, IQA , DETLS ,PETLS		X
Knowledge / Experience	A good knowledge of education and childcare sector	X	
	Understanding of how to adapt and vary teaching styles to make learning more effective including interactive VLE, ICT and E learning. Understanding of the assessment and accreditation requirements for the courses relevant to the post.	X	
	Commitment to continuous quality improvement in the work attached to the post.	X	
	An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity on all aspects of the work.	X	
Skills / Abilities	The ability to relate to, communicate effectively with, and counsel students, both school leavers and adults, and to monitor their progress.	X	
	Passion and commitment for working with 16-19 year olds to improve progression opportunities and to support preparation for working life.	X	
	An ability to maintain good working relationships with colleagues, to work as part of a team and, if appropriate, to provide team leadership.	X	
	High level of organising and administrative skills and a readiness to carry out administration and student support/tracking duties which include using online Personal Learning Plans.	X	
	Ability to give advice and information to students across the range of courses on offer in the curriculum area.	X	
	An ability to work with employers, and assessors in the area of work force development for Education and Childcare.	X	
	Ability to deliver employability skills at all levels and the ability to embed Maths and English in vocational subjects.	X	

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.