

Job Profile

Variable Hours Tutor

Date amended: April 2017

About the Job

To develop and deliver programmes of learning in a range of settings and communities and to secure positive outcomes for adults, families and communities in Gloucestershire in line with local priorities.

This is what we need you to do...

- Develop and deliver teaching and learning to classes of targeted adult learners.
- Use effective assessment tools to identify and record individual learners' targets, progress and achievements, including accredited programmes where appropriate and actively participate in the quality assurance/improvement cycle by regular monitoring and review of practice..
- Work effectively as part of a team.
- Embed the development of English, maths, language and IT skills into teaching and learning programmes.
- Maintain accurate records in accordance with Adult Education in Gloucestershire's management information service and quality assurance process.
- To access relevant documentation and information online.

Special Conditions

- This position is subject to a DBS check.
- You need to hold a current full driving licence which is valid for driving in the UK or have the ability to travel around the county.
- Some delivery and training may take place in the evening or at weekends.

The ideal candidate will have...

Experience

- Teaching in community groups, schools, adult education, and the workplace or other further education settings.
- Ability to create bespoke teaching and learning programmes relevant to the needs of specific client groups and individuals.
- Experience of using technology within teaching and learning.

Knowledge, Skills and Understanding

- Use excellent written, verbal and listening skills.
- Plan and deliver teaching and learning which meets the needs of national and local agendas.
- IT literate.
- Review and develop teaching and learning skills to enhance the learning experience.
- Implement information, advice and progression strategies.

Behavioural attributes

- Demonstrate enthusiasm for subject specialism and for teaching and learning.
- An ability to work well as part of a team.
- Be flexible and respond to a variety of learner needs.
- Committed to further developing existing skills.
- Commitment to equal opportunities and the implementation of appropriate safeguarding and safe working practices.

Education & Qualifications

Essential

- Adult Education teaching qualification
- Maths and English at a minimum of level 2.