


Title Direct Delivery -Tutor (Community/Family Learning)	Department Community Learning and Skills Service	Post Ref.	
Job Purpose Delivery of outstanding quality learning to young people and adults through directly delivering appropriate learning in a range of SSA / Curriculum areas. To ensure that the quality improvement systems and processes of the service are consistently applied. To deliver accredited and non-accredited courses . To respond to changes in Inspection frameworks, Awarding Body, or service requirements by producing appropriate learning programmes and materials .			
Key Responsibilities 1. To deliver accredited and/or non-accredited courses to an outstanding quality standard. 2. To assist in the development of the curriculum under the employability, health and wellbeing themes, provision for learners with learning difficulties and disabilities and/or Family Learning. 3. To recruit, select, induct and assess young people and adults leading to the design of their individual learning. 4. To be responsible for the training, reviewing, assessment and recording of achievement in line with the Qualification framework and learning programme. 5. Providing learners with appropriate information, advice, guidance, and support. 6. Administrative work associated with all teaching responsibilities. 7. Statistics – provide statistical information as required. 8. To undertake peer assessment and internal verification 9. To participate in personal development, outdoor and residential activities as identified in the learning programme		Key Accountabilities 1. Involvement in the development, monitoring and evaluation of the organisation’s systems and procedures and quality assurance 2. Keeping up to date with new legislation, procedures and techniques 3. Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and where appropriate, safeguarding the health and safety of all persons under his/her control in accordance with the provisions of Health and Safety legislation. 4. Exercising proper care in handling, operating and safeguarding any equipment or appliances provided and issued by Inspire for the post holder’s individual or collective use in the performance of his/her duties. 5. To organise and ensure the delivery of the agreed Learning Programme to all learners including Schemes of Work and session plans. 6. To ensure that all Safeguarding, Prevent and EDI procedures are adhered to and relevant policies and guidelines are followed	
The post holder will perform any duty or task that is appropriate for the role described			
Person Specification			
Education and Knowledge 1. Hold or be working towards a relevant level 4 or above teaching qualification accredited by the QCA 2. Assessor Qualification		Personal Skills and General Competencies 1. Deliver consistently good or better lessons in line with the Common Inspection Framework 2. Set an excellent example of customer service for all stakeholders	

<ol style="list-style-type: none"> 3. GCSE A - C or equivalent in Math's and English and ICT qualification Level 3 4. Understanding of government funded training programmes. 5. Knowledge of safeguarding and Prevent policies and procedures 6. Knowledge of meeting the Common Inspection Framework and quality standards relating to learning 7. Awareness of health and safety issues and knowledge of health and safety legislation 8. Knowledge and understanding of Equal Opportunities policies and procedures and methods of widening participation in community learning 	<ol style="list-style-type: none"> 3. Work effectively within a team to plan programme delivery and solve day to day problems 4. Continually work to drive efficiency and quality in an educational environment 5. Set challenging targets for themselves and their peers to increase performance 6. Ability to work on own initiative, organising and prioritising your own work 7. Ability to embed maths, English and ICT up to level 2 into the curriculum 8. Be able to communicate effectively with a wide range of people.
<p>Experience</p> <ol style="list-style-type: none"> 1. Experience of improving quality in learning. 2. Experience of working with adults 19+ 3. Experience of working with young people or adults with learning difficulties and disabilities 4. Experience of delivering and assessing accredited and/or non-accredited courses which seek to widen participation in Community and Family Learning 5. Experience of and ability to plan, write, deliver and evaluate training sessions for accredited and non-accredited programmes 6. Ability to effectively review, monitor and offer guidance and support to young people and adults 7. Experience of and ability to work on own initiative, organising and prioritising your own work 8. Effective use of ICT within a learning environment 9. Experience of effective communication with a wide range of people 10. Experience of effective team working and knowledge of what makes a good team 11. Ability to work flexibly 	
<p>Role Dimensions</p> <ol style="list-style-type: none"> 1. To provide young people and adults with appropriate Community or Family Learning that meets identified learning goals and outcomes. 	

