

**Job Description**

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| Job Title: | Community Learning Tutor (non-accredited) |
| Reporting to: | Community Learning Co-ordinator |
| Responsible for: | N/A |
| Grade:  |  |

**Purpose of role:**

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| To develop and deliver a range of courses and workshops to meet the needs and interests of learners and the community in Somerset.To ensure and provide a highly effective learning experience for each learner by supporting learners to achieve their learning goals and progress to further learning opportunities. |

**Main Duties:**

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| Provide effective differentiated learning experiences which enable learners to meet their goals within an inclusive environment that supports all individuals.Prepare and deliver learning:* Plan learning effectively to meet ESFA priorities and SS&L community learning strategy
* Effectively promote capturing intent and impact of learning, utilising the register and Individual Learning Plans in order to evidence the learner's journey
* Teach classes; provide support as appropriate, plan and prepare resources
* Promote and use technology to improve outcomes for learners
* Carry out ongoing assessments to review individual progress and revise course planning accordingly
* Meet minimum standards for retention, achievement and success

Administration:* Provide high quality session plans/schemes of work
* Provide documentation to support the marketing of your course and workshops
* Completion of risk assessments (activities and venues where applicable)
* Carry out Personal Emergency Evacuation Plan with learners who identify support in an emergency is required
* Support learners with identified support needs
* Complete and record pre-course assessments of learner needs
* Complete high quality Individual Learning Plans
* Follow up IAG with learners, providing learner feedback
* Administration is completed to a high quality and is timely
* Support the marketing of courses and workshops

Provide general advice and information with reference to:* Pre-course information
* Learner induction
* Progression opportunities

Provide constructive written and verbal feedback:* Assess learners’ work and progress in a timely way
* Review and evaluate lessons and courses
* Facilitate the learners’ evaluation of progress

Attend meetings and events as required (curriculum inset days, whole organisational meetings, 1-1s etc.)Assess, monitor and record learners’ progress – using Individual Learning Plans and record achievement.Undertake mandatory Continuing Professional Development including regular graded observations of Teaching, Learning and Assessment. Participate actively in any individual improvement record and achievement of performance targets.Ensure accurate and up to date record keeping including:* Registers
* Individual Learning Plans and other key information (relating to retention, achievement and completion)
* Monitor and manage absence.

Actively support and contribute to:* Curriculum development and research
* Course promotion
* The Self-Assessment process
* The resolution of complaints
* Team meetings
* Line management meetings

Comply with:* Health & Safety procedures
* Safeguarding requirements
* Equality & Diversity requirements
* SS&L Code of Conduct and other requirements

Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the Company |

**Mandatory Duties:**

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| * Commitment to promoting Equal Opportunities
* Commitment to the safeguarding and welfare of SS&L learners and staff
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**Person Specification:**

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| 1. Key Competencies |
| * Knowledge of and a commitment to the use of technology in the context of supporting learning – including a high level of computer literacy (Microsoft Office, emails and Zoom)
* Subject knowledge as appropriate to the level of course to be taught
* An understanding of the principles of equal opportunities and a commitment to anti-discriminatory practice
* A commitment to the promotion of Equality & Diversity and Safeguarding within the classroom – adhering and implementing the SS&L policies
* Commitment to continuous improvement and high quality for our learners/users
* A commitment to continuing personal development and professional and subject specialist updating
* Flexible to respond to business needs
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| 2. Work Experience |
| Essential | Desirable |
| * Delivery of teaching and learning
 | * Experience of delivery to local communities
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| 3. Qualifications & Skills |
| Essential | Desirable |
| * Sound general level of education
* A high level of computer literacy and confidence using online software
* Maths level 1
* English level 2
 | * Maths level 2
* Ability to teach a variety of different subjects including but not limited to; Modern Foreign languages, British Sign language, Music, horticulture, cookery, wellbeing and basic garden skills.
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| 4. Personal Qualities and Other |
| Essential | Desirable |
| * Ability to work in a team
* Good communication and presentation skills
* Ability to work with learners in groups and as individuals
* Ability to plan and review lessons to improve outcomes for students
* Excellent interpersonal and communication skills
* Enthusiastic and positive
* Have your own car with business use included on your policy and be able to travel across Somerset
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