



**Main Purpose of the Job:**

Work as part of Swarthmore's tutor team to plan and deliver engaging online and/or face to face lessons to adult learners (19+). It will be your role to provide high quality, challenging and differentiated learning. You will complete assessments and reviews of progress.

As part of this role you will be offered on the job support and mentoring to ensure you feel confident in undertaking the tasks listed below.

We are looking for someone who has a willingness to learn/develop skills.

<b>Responsible to:</b>	Education Manager
<b>Hours:</b>	Variable
<b>Salary:</b>	£26.00 ph Qualified, £24.00 ph Unqualified (including planning, preparation, marking and assessment time. Not including holiday pay).
<b>Conditions:</b>	Swarthmore terms and conditions apply

The post holder will be expected to carry out her / his duties in the context of the Centre's Equal Opportunities Policy, Staff Handbook and Health & Safety guidelines.

**Job Summary:**

As part of Swarthmore's hourly paid tutor team you will plan and deliver engaging lessons to adult learners (19+). It will be your role to provide high quality, challenging and differentiated learning. You will complete assessments and reviews of progress. You will be required to create and maintain documents for learning within Google Workspace (Drive and Classroom). The number of working hours per day and / or term will depend on the requirements of the business.

**Main Duties:**

- Plan and deliver engaging lessons to adult learners 19+ (including all documents for learning).
- Plan courses that meet the needs of learners in a variety of contexts, and take account of funding body requirements and accreditation where appropriate.
- Carry out initial assessments and track the progress learners make from their starting point and in every lesson.
- Use assessments to plan differentiated learning activities according to individual learner needs.
- Mark and provide feedback to learners within a timely manner.
- Support learners to achieve and realise their aspirational goals and potential.
- Complete documentation (including the use of online systems) to the required standards of the contract and ensure that these are communicated to the Education Manager.
- Providing IAG to learners as appropriate.
- Ensure learner needs are met through differentiated teaching methods.
- Develop and adapt teaching methods to meet the individual needs of learners, including making reasonable adjustments.
- Be confident in management learning support staff / volunteers and providing direction where needed. Plan and supervise support staff to ensure that the supported learners' goals are achieved.
- Ensure that support systems are provided to facilitate positive retention, achievement and progression.
- Monitor attendance and performance of the learners on an ongoing basis and effectively report to the Education Manager.
- Take part in moderation and standardisation where required to ensure compliance with the requirements of examining bodies and to develop best practice.



Qualifications and Experience	Essential	Desirable
Qualified in specialist subject area at Level 3 or above		X
A recognised teaching qualification or the willingness to work towards this within first academic year of employment	X	
Level 2 maths and English qualification or willingness to work towards	X	
Experience in the planning and delivery of outstanding lessons and achieving excellent outcomes for all students	X	
Experience of working with adults with additional needs	X	
Experience of teaching remotely through Google Classroom or willingness to complete Google Workspace training	X	
Experience of using technology to support teaching and learning	X	
Experience of delivering accredited courses (if applicable to subject area)		X
Skills	Essential	Desirable
Excellent organisational and time management skills	X	
Excellent interpersonal skills and organisational skills	X	
Very effective organisational and administrative skills – Microsoft 365, Google Workspace		X
Excellent written and verbal communication skills	X	
A commitment to equality and diversity, prevent and safeguarding	X	
The ability to inspire and mentor adults to achieve	X	
Appropriate classroom management skills	X	
Demonstrate a teaching style that is inclusive, stimulating and encouraging for all students	X	



## JOB DESCRIPTION

### sessional tutor

Personal Characteristics	Essential	Desirable
Highly motivated and committed to working as part of a team	X	
Ability to prioritise tasks	X	
Ability to use initiative and be flexible in approach	X	
Learner focused	X	
Able and willing to adapt and respond to unexpected events	X	
Energetic, enthusiastic and demonstrates a positive attitude	X	
Ability to motivate adults learners to achieve their goals	X	
Commitment to continuous personal development	X	