

## TUTOR JOB DESCRIPTION

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### Job Purpose:

To plan, prepare, teach and assess the courses for which the job holder is employed, providing a high quality learning experience for students to allow them to achieve their full potential. This could be at Swarthmore Education Centre and/or out in the community.

**Responsible to:** Curriculum Manager

- Plan courses that meet the needs of students in a variety of contexts, and take account of funding body requirements and accreditation where appropriate
- Devise schemes of work that encompass individual and group learning goals and, where appropriate, syllabus requirements and make them available to the appropriate curriculum manager
- Carry out initial assessments to determine students' level of ability; use assessments to plan differentiated learning activities according to student needs
- Teach courses, using a range of teaching methods that meet the needs of individual students
- Make reasonable adjustments for students with additional support needs by adapting teaching methods and resources to accommodate their individual needs
- Where appropriate, management of a teaching assistant or volunteer. In this situation, the post holder is responsible for planning and supervising the work of the support worker to ensure that the supported students' learning goals are achieved.
- Assess and record the progress and achievements of all students, ensuring that they receive constructive feedback that indicates how they can improve further
- Set appropriate additional learning activities outside lessons to support and reinforce classroom based learning
- Return all assessed work in a timely manner with constructive feedback, indicating how students can improve further
- Take part in moderation and standardisation where required to ensure compliance with the requirements of examining bodies and to develop best practice
- Develop course material for programmes, including generating original material that is tailored to meet the needs of particular groups and individuals
- Advise students about progression to further learning opportunities
- Complete and maintain a Course File, which includes Scheme of Work, Course Induction Checklist, Individual Learning Plan, Course Risk Assessment, Course Outline

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- Complete class register accurately and promptly and distribute information provided by the Centre/Curriculum staff to students
- Follow up student non-attendance to maximise achievement
- Contribute to curriculum planning and development to meet local, regional and national priorities
- Support marketing of courses to include open days and events as required
- Through evaluation and reflection on your practice, identify your own areas for professional development; plan and carry out an annual programme of continuing professional development (CPD) to meet your needs
- A commitment and ability to comply with Equality and Diversity, Safeguarding, Data Protection and Health and Safety Policies
- Undertake other reasonable duties connected with teaching that are appropriate to the post

**For those tutors delivering courses with external assessment, the following responsibilities also apply:**

- Prepare students for external exams according to Awarding Body syllabus and exam requirements
- Ensuring that students are enrolled to the correct course and learning aim
- Completing and submitting students for exams via the Exam Registration Form, identifying students with access arrangements
- Advising the Head of Centre and Curriculum Manager of planned dates for on-demand external assessments
- Ensuring that students attend their exams on time and identifying them to the invigilator

## TUTOR PERSON SPECIFICATION

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### Essential knowledge and experience

1. Qualification in subject area at level 3 or above
2. A recognised teaching qualification at level 3 or above or willingness to work towards this within the term delivery commences and complete within 12 months
3. English and maths skills at level 2 or above
4. Experience of teaching adults
5. Ability to design and implement courses from initial assessment to successful outcomes for students
6. Ability to motivate adult learners
7. Excellent presentation, interpersonal, communication and written skills to support all aspects of learning
8. Organisational skills sufficient to plan work of self and others
9. Administration skills sufficient to undertake associated tasks (e.g. registers, learning agreements, lesson plans, course outlines, individual learning plans, examination administration)
10. A confident approach to the use of ILT in the classroom
11. Experience of providing excellent assessment practice in teaching and learning
12. Experience of and ability to provide guidance and support for students including progression routes
13. Recognition of aspects of English and maths skills appropriate to the students' needs.
14. Commitment to undertake CPD
15. Knowledge of health and safety requirements in the workplace
16. Must be able to recognise discrimination in its many forms and willing to put Swarthmore's equality policies into practice.
17. Awareness of safeguarding, British Values and Prevent with a commitment to delivering these areas in your teaching practice

### Desirable

1. Experience of working with people with learning difficulties and/or disabilities