
	<b>Job description</b>		
<b>Job title:</b>	<b>Tutor (Adult Skills)</b>		
<b>Business unit:</b>			
<b>Grade:</b>	ASB Tutor	<b>FTE</b>	
<b>Reports to:</b>	Education Coordinator		
<b>Direct reports:</b>	None		
<b>Place of work:</b>			
<b>Purpose of the role:</b>	<p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>To provide the highest possible quality teaching and learning to groups of learners in both face to face classrooms and online classroom environments.</p> <p>To provide engaging teaching, learning and assessment with a creative and supportive approach to teaching, adapted to a range of learning styles, and ability to differentiate delivery to learners with mixed abilities to develop students' knowledge and understanding.</p> <p>Support the wider delivery of a quality curriculum offer that supports the work of the Association.</p>		
<b>Key areas of responsibility</b>			
<p>You are required to carry out the following duties in the context of the WEA's policies and practices, particularly Equality and Diversity, Health and Safety and Data Protection, and those of any host organisations, including informing students of their obligations:</p> <ol style="list-style-type: none"> <li>1. Effective planning and delivery of your curriculum using methods and materials appropriate to the student group, level and course content with consideration of the wider programme students may engage with. A scheme of work, course outline and lesson plans should be used for this and made available to all key stakeholders and shared with colleagues as requested;</li> <li>2. Undertaking of effective initial assessment and diagnostic activities, tailoring learning to individual needs and knowledge;</li> <li>3. Ability to differentiate learning to learners with different learning needs and ability;</li> <li>4. Prepare / adapt appropriate teaching materials, Deployment of a wide range of formative and summative assessment practice, that motivates and stretches learners;</li> <li>5. Assesses and record student development. Identify problem areas and areas which need attention and improvement ensuring students are supported to meet their goals;</li> <li>6. Provides a safe, positive learning environment for students;</li> <li>7. Ensure that learning links well with other courses / programmes and learning aims, and prepares learners for progression into the workplace or in work progression;</li> <li>8. Undertake regular quality assurance and standardisation activities and work with awarding organisation internal and external verification guidelines, including oversight of wider quality frameworks;</li> </ol>			

9. Act as internal quality verification lead as required;
10. Deal appropriately with individual student support needs, complying with the WEA policy on Equality and Diversity;
11. Liaise with Branch / Centre Head / Caretaker to be aware of venue, resources and administration, including procedures in case of fire and other health and safety issues;
12. Complete all required paperwork;
13. Undertake continuing professional development required to maintain your professional status;
14. Attend relevant induction, training and any other meetings as required by the WEA;
15. Maintain contact with your Education Coordinator, and inform them immediately of any changes, cancellations, or other significant problems. In an emergency please contact the Tutor Support Team in the relevant Support Centre;
16. Maintain contact and liaise with Branch or Partner organisation, where appropriate;
17. Represent the WEA throughout your employment with the association;
18. Undertake such duties as reasonably requested by your manager.

*To be used in conjunction with relevant person specification*

	<b>Person specification</b>		
<b>Criteria</b>	<b>Essential (✓)</b>	<b>Desirable (✓)</b>	<b>Assessment method (for recruitment only) A – Application Form I – Interview T – Test</b>
<b>Education &amp; qualifications</b>			
Teaching qualification (PCGE, CertEd, DET or equivalent)	✓		A/I
Subject specialism to Level 5 or equivalent	✓		A/I
Assessor Award or equivalent		✓	A/I
<b>Experience</b>			
Experience of design and implementation of innovative learning, schemes of work and lesson plans	✓		A/I
Experience in a range of initial assessment and diagnostic tools	✓		A/I
Experience of effective quality improvement processes	✓		A/I
Experience of quality standardisation, moderation and verification practices	✓		A/I
Experience of Ofsted inspection		✓	A/I
Experience delivering Functional Skills online		✓	A/I
Experience in a range of MIS and achievement/progression tracking tools		✓	A/I
Experience of working with adults or in a community setting		✓	A/I
<b>Knowledge &amp; skills</b>			
Strong working knowledge of Ofsted's Education Inspection Framework	✓		A/I
<b>Competencies</b>			
Student and WEA values focused (Level 2)	✓		A/I
Achieves results (Level 2)	✓		A/I
Works collaboratively with others (Level 2)	✓		A/I
Manages self, learning and personal development (Level 2)	✓		A/I
Delivers excellent service (Level 2)	✓		A/I

Additional requirements			
Comply with all WEA's Policies and Procedures, e.g. Code of Conduct, Health and Safety and Equality and Diversity Policy	✓		A/I
A willingness to travel within the UK	✓		A/I
Be prepared to occasionally work flexibly, including outside of normal office hours	✓		A/I

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