

JOB DESCRIPTION

Job Title:	Community Learning Tutor – Employment Support Tutor (Casual)		
Directorate:	People	Salary:	Hourly rate: £23 for teaching / £15 for meetings/administration
Section:	Education and Learning	Grade:	N/A
Location:	Open Learning Centre	Work Style:	Flexible

Key Objectives of the role

- Plan, design, deliver, evaluate, and manage employability support sessions, including job search skills, communication skills, interview skills and support with CVs and cover letters
- Provide sessions with high quality teaching, learning and assessment for adult learners who are currently job seekers, have recently been made redundant or a seeking a change in career.
- Support the wider Community and Continuing Education Team in its service aims, delivering a first-class experience for Bracknell Forest residents.

Designation of post and position within departmental structure

Community and Continuing
Education Manager



Learning Coordinator



Community Learning Tutors

Daily and monthly responsibilities

- Plan, prepare, develop, deliver, review, and evaluate agreed employment support sessions in a flexible and creative way, utilising digital technologies and other resources as appropriate and in line with Community Learning policies to meet both the needs of the learners and course and service requirements.

- Follow the service's quality assurance procedures by completing relevant documents such as up-to-date group profiles, course outlines, schemes of work and lesson plans and recording learner progress, achievement, and evaluation of course activities.
- Take part in the service's observation of teaching, learning and assessment process, working to agreed improvement plans and sharing best practice.
- Undertake course administration including maintaining registers and checking learners' enrolment status. This includes returning specified course documentation to the learning coordinator by given deadlines to meet funding and audit conditions.
- Where relevant, provide induction, advice and guidance to learners on the requirements of the learning programme, as well as suitable progression routes.
- Keep up to date with subject area and curriculum developments and acquire new skills, including IT/digital skills.
- Undertake relevant duties in relation to external assessment and accreditation as appropriate. This will include organising learner registration and entry with relevant awarding bodies.
- Contribute to the effective management and promotion of equality and diversity; this includes using teaching materials and methods that are relevant to diverse learners and embedding British values within your teaching in accordance with the Government's Prevent strategy.
- Carry out all aspects of the role in accordance with health, safety, and welfare requirements, as well as safeguarding. Work always in accordance with Bracknell Forest Council's policies, procedures, and core values.
- Work flexibly to meet the needs of the service, including working in community locations.
- Work effectively with internal and external partners and stakeholders as appropriate to the role.

Scope of role

Working as a member of the community and continuing education team to promote the value of adult and community education and developing and delivering high quality learning programmes.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	PTTLS or Level 3 Award in Education or Training	Qualification in advice and guidance
	English and maths GCSE grade A to C or 9-4 or equivalent	Understanding of psychometric testing and assessment
	Appropriate qualifications in relevant subject.	
	Willingness to participate in continual professional development.	
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare	
	Good written and spoken communication skills	
	Good interpersonal skills and the ability to relate to new and hard to reach learners	
	Experience of promoting equality and diversity through teaching	
	Successful experience of delivering high quality teaching and support in employment skills to learners of mixed abilities in group settings	
	Ability to prepare high quality course documentation and materials that are suitable for the needs of a variety of learners	
	Demonstrable experience of using appropriate teaching and learning methods to communicate the relevant subject.	
	Ability to encourage, monitor and assess learner progress and achievement	
	Confident and willing user of ICT and digital technology within a teaching and learning setting	

	Good organisational and administration skills
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent).
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>This is a sessional role and tutors will be contracted on a termly basis for the hours they teach.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

