

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Tutor**

**Vacancy ID: 006873**

Salary: £19,925.93 - £21,260.00 Annually

Closing Date: 23/10/2016

## **Benefits & Grade**

Grade I

## **Contract Details**

Permanent, Term Time only, 39 Working Weeks

## **Contract Hours**

37 hours per week

## **Job Description**

Stockton Council Learning and Skills is a high performing service that is committed to continuous improvement, ensuring that our learners receive the best opportunities possible.

The service is seeking to appoint a full time maths tutor to work with adult learners in community venues throughout the Borough of Stockton. The successful applicant will be expected to devise programmes of work within the maths curriculum. This work will be focused on ensuring that learners have the necessary skills to achieve qualifications to level 2 including GCSE.

The work will be dictated by service need and directed by management according to your skills set, the scheduling of the 39 weeks and the timetable of courses. This may include evening and occasional weekend working. You will be expected to be flexible with your hours and this may mean that you will work additional hours in some weeks if there are ad hoc sessions. These additional hours will be "banked" at peak times and off set against those weeks where you may work fewer hours.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Susan Morris, Team Lead, on 01642 528011 or Linda Barton, Assistant Principal, on 01642 528127.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

**CULTURE, LEISURE & EVENTS  
JOB DESCRIPTION**

**Post Title:** Tutor  
**Post Ref:** 33743  
**Grade:** I  
**Responsible to:** English, Maths and ESOL Team Lead

**Job Purpose:**

To plan, deliver, develop and evaluate a range of maths programmes which will provide adult learners with the necessary skills to progress to level 2 including GCSE.

**Base:**

Stockton Council Learning and Skills.

**Main Duties and Responsibilities:**

1. Delivering all forms of pedagogic work including classroom teaching, tutorials, or project work.
2. Participating in curriculum development work including planning, development and evaluation of courses and preparation of learning materials.
3. Maintaining appropriate quality standards and quality monitoring including risk assessment, learner retention rates, examination results, achievement rates and learner progress.
4. Enabling all learners to achieve nationally recognised accreditation.
5. Marketing activities, including preparation of promotional materials and participation in marketing events.
6. At all times to have the learner's interests as a priority and plan support according to individual learner needs.
7. Marking and assessing learner work and participation in external awarding body requirements (Including internal verification).
8. Participating in team meetings, relevant to the course, or service.
9. Participating in staff development activities, including appraisal and in-service training.
10. Liaise with internal and external partners to establish and develop courses specific to requirements.
11. Provide detailed verbal and written feedback on lesson content, learner responses to learning activities and learner behaviour.
12. Motivate and progress learning by using clearly structured and innovative teaching and learning activities.

13. Promote and support the inclusion of all learners, including those with specific needs, both in learning activities and within the classroom.
14. Monitor learner participation and progress and provide constructive feedback in relation to individual progress and achievement.
15. Participate in internal verification.
16. Ability to work towards agreed targets.
17. Attendance at and participation in external courses and internal training and development courses for staff as required from time to time.
18. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary to enable compliance with the Authority's Health and Safety rules and legislative requirements.
19. This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulation, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.
20. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**CULTURE, LEISURE & EVENTS  
PERSON SPECIFICATION**

**Post Title:** Tutor  
**Post Ref:** 33743

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b> Teaching qualification (DTLLS, Cert Ed or PGCE FE) Maths Level 4/5 or equivalent English Level 2 or equivalent Evidence of continued professional development Experience of using ICT with learners	√ √ √ √ √	
<b>Experience</b> At least two years' experience teaching adults Experience of delivering a variety of subject areas Coaching/mentoring skills to raise learner aspiration and attainment Experience of working with a range of learning and physical disabilities Recording progress and achievement using individual Learning Plans Target setting	√    √ √	  √ √  √
<b>Skills/Knowledge</b> Excellent communication and presentation skills. Excellent organisational and record keeping skills Competence and confidence in the use of ICT. Versatile subject delivery Good knowledge of functional skills agenda Good knowledge of current maths teaching methodology	√ √ √  √ √	   √
<b>Personal Qualities</b> Professional work ethic Self motivating Proven effective people skills Adaptability/flexibility Commitment to continuous improvement	√ √ √ √ √	
<b>Other Requirements</b> Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role. Willingness to work flexibly including some evening/weekend work	√  √	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.

