



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@darlington.gov.uk](mailto:recruitment@darlington.gov.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.

If you are applying for a vacancy within a school, please take care to read the advert. The majority of our schools ask for completed applications to be returned directly to the school and include details in the advert.

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 are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or, alternatively telephone (01642) 526992.

**This is a rolling advert and successful applicants will be contacted for interview as and when required by the Service.**

## **Tutor**

**Vacancy ID: 007513**

Salary: £18.1897 - £20.5532 per hour

Closing Date: Rolling Advert

## **Benefits & Grade**

Grade N

The hourly rate includes 15% Planning, Preparation and Assessment (PPA) allowance and 17.59% holiday entitlement. When attending staff meetings / training and development the 15% PPA will not apply

## **Contract Details**

Established zero hours

## **Contract Hours**

To work when required around course dates

## **Disclosure**

The successful applicant will be subject to an enhanced DBS check

## **Job Description**

Do you want to be a tutor working with adults or young people?

Darlington Borough Council employs tutors on an hourly paid basis. Potential tutors are interviewed and if accepted, placed in an established tutor pool, so they are ready to teach on both existing and new courses

We are very interested to hear from you if you are flexible, enjoy working with people and have the qualifications and experience to teach adults / young people (including vulnerable adults and young people) on both existing and new courses.

We are currently particularly interested in tutors to teach:

- Maths
- English
- Employability

We are also interested in:

- ICT
- Health & Social Care
- Business Administration
- Spanish

and those with experience of working with challenging young people aged 14 – 19 and those with experience of teaching in a school setting.

**\*PLEASE MAKE IT VERY CLEAR ON YOUR APPLICATION FORM WHICH SUBJECT YOU WISH TO TEACH\***

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

For a further informal discussion, please contact Karen Williamson, Learning & Skills, 11-19 Quality Manager, on 01325 405601.

An online application form and further information are available from [www.darlington.gov.uk/job-vacancies](http://www.darlington.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)



## **CHILDREN'S SERVICES JOB DESCRIPTION**

|  |   |
|--|---|
| <b><u>POST TITLE :</u></b>             | <b>Tutor (Hourly paid)</b>  |
| <b><u>GRADE :</u></b>                  | <b>N plus 15% PPA Allowance and 17.59% holiday entitlement</b>  |
| <b><u>JOB EVALUATION NO.</u></b>       |   |
| <b><u>REPORTING RELATIONSHIP</u></b>   | <b>The post holder will report to the Learning &amp; Skills Manager</b>   |
| <b><u>JOB PURPOSE :</u></b>            | <b>To deliver, promote and quality assure Community Learning programmes (in the subject area) in Darlington</b> |
| <b><u>PDR COMPETENCY FRAMEWORK</u></b> | <b>Level 1, Expected Competencies for all employees</b>   |

### **MAIN DUTIES/RESPONSIBILITIES**

1. To deliver quality learning programmes (in the subject area) in Darlington and district.
2. To support the Learning & Skills Manager and designated Curriculum Co-ordinator to further develop learning programmes across the Borough.
3. To participate in ongoing training and quality management workshops delivered by the Learning & Skills Service.
4. To produce appropriate, adequate and timely documentation relating to each and all programmes delivered, and to the individual learners.
5. To promote opportunities for learners including availability of Information, Advice and Guidance, progression routes and membership of the Learners Forum.
6. To ensure learner safety, including confirmation of arrangements and provision for First Aid treatment, building Access and Egress and Emergency procedures.
7. To safeguard and promote the welfare of learners for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
8. To ensure that Equality and Diversity is promoted throughout the provision, including recruitment, teaching and learning, publicity and access.
9. To comply with the Quality Assurance policy and procedures of the Learning & Skills Service, using the agreed systems and listed documents that form part of these systems.
10. This post could involve a high level of contact with, and responsibility for, children.

11. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
12. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
13. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
14. Carry out your role in line with the Council's Equality agenda.
15. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
16. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**DARLINGTON BOROUGH COUNCIL****TUTOR****CHILDREN SERVICES****POST NO – D12034**

All appointments are subject to satisfactory references.

| <b>Criteria No.</b> | <b>Attribute</b>   | <b>Essential (E)</b> | <b>Desirable (D)</b> |
|---------------------|--|----------------------|----------------------|
|                     | <b>Qualifications &amp; Education</b>  |                      |                      |
| <b>1</b>            | Adult Education Teaching Qualification e.g. C&G 730/6302 series or working towards or equivalent | <b>E</b>             |                      |
| <b>2</b>            | 4 GCSE's (A-C) including English & Maths or equivalent   |                      | <b>D</b>             |
| <b>3</b>            | CLAIT or equivalent  |                      | <b>D</b>             |
| <b>4</b>            | Minimum Level 4/5 Qualification in curriculum area or working towards                            |                      | <b>D</b>             |
|                     | <b>Experience &amp; Knowledge</b>  |                      |                      |
| <b>5</b>            | Thorough knowledge of subject area   | <b>E</b>             |                      |
| <b>6</b>            | Experience of working with a wide range of people  | <b>E</b>             |                      |
| <b>7</b>            | Minimum of 2 years experience of working within the subject area                                 |                      | <b>D</b>             |
| <b>8</b>            | Experience of teaching learners  |                      | <b>D</b>             |
| <b>9</b>            | Experience of teaching within Community settings   |                      | <b>D</b>             |
| <b>10</b>           | Experience of working within Quality Assurance systems   |                      | <b>D</b>             |
|                     | <b>Skills</b>  |                      |                      |
| <b>11</b>           | Ability to communicate effectively both orally and in writing to a wide range of audiences       | <b>E</b>             |                      |
| <b>12</b>           | Ability to work with limited supervision   | <b>E</b>             |                      |
| <b>13</b>           | Ability to manage own workload   | <b>E</b>             |                      |
| <b>14</b>           | Ability to produce accurate and timely documentation   | <b>E</b>             |                      |
| <b>15</b>           | Excellent timekeeping  | <b>E</b>             |                      |
| <b>16</b>           | Reliable   | <b>E</b>             |                      |

|           |   |          |  |
|-----------|---|----------|--|
|           |   |          |  |
|           | <b>Special Requirements</b>   |          |  |
| <b>17</b> | Able to make own transport arrangements to deliver programmes within                            | <b>E</b> |  |
| <b>18</b> | Satisfactory Enhanced DBS Disclosure  | <b>E</b> |  |
| <b>19</b> | The ability to communicate at ease with customers and provide advice in accurate spoken English | <b>E</b> |  |

## **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 currently 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 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **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 for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.



**Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. 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 Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.