Newcastle City Council

Job Description

Post Title:	Adult Learning & Skills Tutor	AA3814
Evaluation:	473 points	**Grade N6**
Responsible to:	Learning and Skills Manager	
Responsible for:	N/A	
Job Purpose:	To provide teaching, learning and assessment to enable learners to achieve their goals and qualifications	
Main duties:	The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.	

1. To prepare course outlines and to contribute to accreditation and moderation activities.
2. To prepare individual session plans.
3. To undertake curriculum development including the development of appropriate course materials.
4. To provide learners with the appropriate information, advice and guidance so that they can make an informed choice.
5. To contribute to the development of publicity materials.
6. To actively promote courses and recruit learners to the service
7. To deliver the course, ensuring that the necessary educational, organisational and administrative (including enrolment) activities are completed.
8. To ensure that an appropriate assessment strategy is drawn up and used.
9. To provide appropriate support to learners throughout the course.
10. To take part in and contribute to monitoring and evaluation activities.
11. To participate in and contribute to appropriate staff development activities, including the supervision of volunteers and mentoring of peers and student teachers.

12. To ensure that the course meets the standards set out in the Learner Charter including the equality of opportunity in service delivery.

13. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

14. To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery