**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS**

**JOB TITLE:** ADULT EDUCATION TUTOR COORDINATOR

**DIVISION:** REGENERATION & NEIGHBOURHOODS

**GRADE:**  BAND 10

**RESPONSIBLE TO:** CURRICULUM MANAGER

**POST REFERENCE:** SR-106469

**Purpose of Post**

1. To lead and coordinate activity within an area of Adult Learning

2. Work with partners and other agencies to increase provision

3. Support teaching staff.

**Key Relationships**

1 To work co-operatively with other external partners and organisations

2. To work co-operatively with management, administration and teaching staff.

3. To respond appropriately to potential students and other members of the public or outside agencies

**Main Duties and Responsibilities**

1. Work with partners to contribute to the development of learning activity.
2. To scope, plan and deliver specific curriculum across adult learning, ensuring that targets are met
3. Work with key partners in delivering the Service aims relating to the curriculum areas,
4. To plan and deliver provision in new areas as required.
5. Comply with and assist in the further development of and maintenance of quality assurance standards for all aspects of teaching and learning within the service.
6. Teach an agreed minimum number of hours on programmes at all levels offered by the Service
7. Contribute to the efficient and effective use of resources in line with income, learner targets and the agreed expenditure profile.
8. Manage a programme of provision which meets the learning needs of adults in Hartlepool
9. Contribute to recruitment, induction and training and provide ongoing support to relevant staff
10. Assist in the Integration of Maths, and English and e-learning into curriculum areas.
11. Be familiar with the purpose and aims of the Skills Funding Agency. Comply with policies and procedures established by the Council, Education Funding Agency, Ofsted and other bodies as required.
12. To assist in the preparation of the annual Self-assessment report
13. Assist in giving advice to students
14. Attend and participate in training and development courses for staff as required to keep up to date with new initiatives etc.
15. Any other duties of a related nature which might reasonably be required and allocated by the line manager or Learning and Skills Manager

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: June 2015

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**