

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 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: 009864**

Salary: £13.70 - £14.62 per hour

Closing Date: 31/03/2019

Benefits & Grade

Grade I, pay award pending

Direct teaching time will be paid plus additional hours for preparation, marking and CPD etc.
(1 additional hour paid for every 2 hours teaching)**Contract Details**

Multiple posts, casual

Contract Hours

As and when required within the hours Monday – Friday, 9am to 9pm, and occasional weekend workshops

Interview Date

04/04/2019

Job Description

Stockton Learning and Skills Service are seeking to recruit teachers with subject knowledge and experience in the following areas:

English, Maths, ESOL, Cookery, Arts and Crafts, Gardening, Digital Skills, Counselling, Yoga, Pilates, Sport and Fitness, Health and Social Care, Dance, Music and Holistic Therapies.

Ofsted (2018) judged the service as being 'good' and now strive to become recognised as an 'outstanding' provider. This exciting opportunity offers the chance for talented teachers to join a highly ambitious team. If you can teach post 19 learners in one or more subjects and are looking for casual hours with flexible schedules, we would like to hear from you. Delivery will be in a range of community settings and delivered through short courses (5 to 10 weeks) or workshops. Subjects will be delivered across different curriculum areas including Employability, Family Learning and Community Learning.

Applicants will need to have a teaching qualification and previous subject experience.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Linda Barton, Assistant Manager, on 01642 528127.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email 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.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Culture Leisure & Events		Service Area: Learning & Skills	
JOB TITLE: Tutor (Casual) English, Maths, ESOL, Digital Skills, Counselling, Cookery, Arts & Crafts, Gardening, Yoga, Pilates, Sport & Fitness, Holistic Therapies, Dance, Music, Health and Social care			
GRADE: Salary: Grade I, (plus 1 additional hour for every 2 hours teaching) Direct teaching time will be paid plus additional hours for preparation, marking and CPD etc.			
REPORTING TO: Learning Improvement Team Leader			
1.	JOB SUMMARY: To deliver, plan, develop and evaluate a range of adult education courses (19+ accredited and non-accredited)		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	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 if appropriate, achievement rates and learner progress.	
	4.	Marketing activities, including preparation of promotional materials and participation in marketing events.	
	5.	At all times to have the learner's interests as a priority and plan support according to individual learner needs.	
	6	Participating in team meetings, relevant to the course, or service.	
	7	Participating in staff development activities, including appraisal and in-service training.	
	8	Marking and assessing learner work and participation in external awarding body requirements including internal verification (where appropriate).	
	9	Liaise with internal and external partners to establish and develop courses specific to requirements.	
	10	Provide detailed verbal and written feedback on lesson content, learner responses to learning activities and learner behaviour.	
	11	Motivate and progress learning by using clearly structured and innovative teaching and learning activities.	
	12	Promote and support the inclusion of all learners, including those with specific needs	
	13	Ability to work towards agreed targets.	
	14	Attendance at and participation in external courses and internal training and development courses for staff as required	

	15	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
	16	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.
	17	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.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade I using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required 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.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Tutor	Grade I
Directorate / Service Area	Culture, Leisure & Events	Learning & Skills
Post Ref:	33528	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Teaching qualification (DTLLS, Cert Ed or PGCE FE, TESOL, CELTA)</p> <p>Level 2 English and maths or equivalent</p> <p>Evidence of continued professional development</p> <p>Experience of using ICT with learners</p>		Application form
Experience	Previous teaching experience	<p>Coaching/mentoring skills to raise learner aspiration and attainment</p> <p>Understanding and experience of the learning support needs of those with learning difficulties, disability and mental health issues and factors which affect their success.</p>	Application / Interview

Knowledge & Skills	<p>Excellent communication and presentation skills.</p> <p>Competence and confidence in the use of IT.</p>	Knowledge of Skills for Life agenda.	
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Record keeping skills</p> <p>Self-motivating</p> <p>Proven effective people skills</p> <p>Adaptability/flexibility</p> <p>Commitment to continuous improvement</p>		Application / Interview
Other requirements	<p>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.</p> <p>Willingness to work flexibly including some evening/weekend work</p>		

Person Specification dated 2018