

## DARLINGTON BOROUGH COUNCIL

### CHILDREN & ADULT SERVICES

#### JOB DESCRIPTION

<b><u>POST TITLE :</u></b>	Learning & Skills Tutor
<b><u>GRADE :</u></b>	Band 9
<b><u>JOB EVALUATION NO.</u></b>	C2230
<b><u>REPORTING RELATIONSHIP</u></b>	The post holder will report to the Learning and Skills Manager
<b><u>JOB PURPOSE :</u></b>	To deliver, coordinate, promote and quality assure learning programmes in Darlington
<b><u>POST NO.</u></b>	POS001290
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

#### MAIN DUTIES/RESPONSIBILITIES

1. To deliver quality learning programmes in Darlington and district.
2. To support the Learning & Skills Manager and Learning & Skills Assistant Manager to further develop learning programmes across the Borough, including providing guidance to staff regarding curriculum areas, teaching and learning programme delivery.
3. To develop, deliver and assess Leadership & Management Level 5, coordinate new and existing programmes which take account of service requirements, ensuring they meet the needs of awarding bodies and funding bodies, engaging and negotiating with external agencies and partnerships where appropriate to secure delivery.
4. To promote opportunities for learners including availability of Information, Advice and Guidance, progression routes and membership of the Learners Forum.
5. To monitor, evaluate and review learning programmes paying attention to the quality of teaching and learning, including conducting learning walkthroughs and observation of teaching and learning.
6. To contribute to the development and implementation of quality systems including the Self-Assessment report, audits and inspection processes and act as Approved Lead Assessor as required.

7. To maintain records of course uptake, achievement, attendance, retention and progression and to ensure registers are completed.
8. To produce appropriate, adequate and timely documentation relating to each and all programmes delivered, and to the individual learners.
9. To ensure learner safety, including confirmation of arrangements and provision for First Aid treatment, building Access and Egress and Emergency procedures.
10. To promote a range of programmes to the wider community including attendance at events as required.
11. To participate in CPD as required by the service and identified in the PDR process, and development work.
12. To undertake personal training as may be deemed necessary to meet the duties and responsibilities of the post.
13. To support the delivery of staff training and to develop appropriate training materials.
14. Ensure that confidential/sensitive information is handled in an appropriate manner.
15. To ensure that Equality and Diversity is promoted throughout the provision, including recruitment, teaching and learning, publicity and access.
16. To comply with the Quality Assurance policy and procedures of the Learning and Skills Service, using the agreed systems and listed documents systems and listed documents that form part of these systems.
17. 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.
18. 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.
19. Carry out your role in line with the Council's Equality agenda.
20. 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.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. 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.
23. Please note that successful applicants will be required to comply with all Council Policies, including the No Smoking Policy.

24. You are required 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.
25. This post involves frequent contact with, and occasional responsibility for, children
26. 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
27. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: April 2019

**DARLINGTON BOROUGH COUNCIL****LEARNING & SKILLS TUTOR****CHILDREN & ADULT SERVICES****POST NO – POS001290**

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>			
1	Cert Ed or PGCE or working towards with a commitment and ability to achieve within a reasonable timescale.	E	
2	Leadership & Management Diploma/Degree Level 5/7	E	
3	TAQA Level 3 (or equivalent)	E	
4	GCSE Grade C or above in English and maths or equivalents	E	
<b>Experience &amp; Knowledge</b>			
5	Experience of developing, delivering and assessing Leadership & Management Level 5.	E	
6	Approximately one year's recent experience of delivering learning programmes.	E	
7	Approximately one year's experience of service promotion including advice and guidance.	E	
8	Experience of teaching within community settings.		D
9	Knowledge of a range of teaching and learning styles.	E	
10	Knowledge of current skills issues and challenges.	E	
11	Knowledge of Health & Safety procedures.	E	
12	Approximately one year's experience of monitoring and evaluation of programmes.	E	
13	Experience of teaching vulnerable learners.		D
14	Experience of working within Quality Assurance systems.	E	
<b>Skills</b>			
15	Ability to communicate effectively with highly developed interpersonal skills.	E	
16	Ability to work on own initiative and as part of a team.	E	
17	Ability to work with a wide range of people and organisations.	E	
18	Ability to write clear and concise reports.	E	
19	Ability to produce timely and accurate statistical data.	E	
20	Ability to maintain accurately a range of management information systems including databases and spreadsheets.	E	
21	IT literate, capable of using the Internet, MS Word/Excel and Office packages.	E	
22	Ability to make resources.		D
<b>Personal Attributes</b>			
23	Ability to be on time for duties.	E	
24	Committed to learning and skills development.	E	
25	Flexible approach to working time/arrangements.	E	
<b>Special Requirements</b>			
26	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
27	Capable of independent travel to carry out the requirements of the post	E	