

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Tutor
<u>GRADE :</u>	Band 9 plus 15% PPA Allowance and 17.59% holiday entitlement (Hourly paid)
<u>JOB EVALUATION NO.</u>	C2230
<u>REPORTING RELATIONSHIP</u>	Curriculum Lead
<u>JOB PURPOSE :</u>	To deliver, promote and quality assure Community Learning programmes (in the subject area) in Darlington
<u>POST NO.</u>	POS010896
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To deliver quality learning programmes (in the relevant learning area) in Darlington and district.
2. To support the Learning & Skills Manager and designated Curriculum Lead 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. Any other duties of a similar nature related to this post that may be required from time-to-time.
17. 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.
18. 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.
19. 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: February 2020

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CHILDRENS AND ADULTS SERVICES

TUTOR

POST NO. POS010896

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Adult Education Teaching Qualification e.g. C&G 730/6302 series or equivalent, or working towards with a commitment and ability to achieve within a reasonable timescale	E	
2	English and Maths GCSEs (A-C) or equivalent	E	
3	Minimum Level 4/5 Qualification in curriculum area or working towards		D
Experience & Knowledge			
4	Detailed recent knowledge of the relevant learning area	E	
5	Experience of working with a wide range of people	E	
6	Experience of developing, delivering, monitoring and evaluation of learning programmes for a range of people	E	
7	Experience of promotion of opportunities for learners, including appropriate advice and guidance	E	
8	Knowledge of a range a teaching styles and ability to adapt ad necessary	E	
9	Knowledge of current skills issues and challenges	E	
10	Awareness of Health and Safety procedures associated with the learning environment	E	
11	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
12	Experience of teaching within Community settings		D

13	Experience of working within Quality Assurance systems		D
	Skills		
14	Ability to communicate effectively both orally and in writing to a wide range of audiences, including ability to write clear and concise reports and presentations	E	
15	Ability to use initiative and make decisions outside immediate policy and procedure and without reference to a manager	E	
16	Ability to monitor the understanding of others, develop approach and take corrective action if required	E	
17	Ability to prioritise workload and to plan tasks to meet deadlines	E	
18	Ability to produce accurate and timely documentation including statistical data as required	E	
19	Ability to accurately maintain a range of management information systems including databases and spreadsheets	E	
20	IT Literate, capable of using the Internet, MS Word / Excel and Office packages	E	
21	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
	Personal Attributes		
22	Ability to be on time for duties	E	
23	Reliable, with a flexible approach to working time arrangements	E	
	Special Requirements		
24	Satisfactory Enhanced DBS Disclosure	E	
25	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
26	Capable of independent travel to carry out the requirements of the post	E	