**JOB DESCRIPTION**

**ADULT & COMMUNITY BASED SERVICES**

**JOB TITLE:** CASUAL TUTOR/ASSESSOR

**DIVISION:** ADULT & COMMUNITY BASED SERVICES

**GRADE:** BAND 10

**RESPONSIBLE TO:** CURRICULUM MANAGER

**POST REFERENCE:**  105808

Purpose of Post

1. To be accountable for managing a caseload of learners and for ensuring the delivery and/or internal verification of taught and/or assessor-led courses and meet the requirements of the appropriate funding body, awarding body and the service.

Key Relationships

1. To work co-operatively with other members of the curriculum team
2. To work co-operatively with management and administration staff
3. To respond appropriately to potential students and other members of the public or outside agencies

**Main Duties and Responsibilities**

1. To support students in achieving their learning goals through taught sessions or assessor-led courses.
2. To assist in the recruitment, selection, admission and education of students.
3. Developing and reviewing Individual Learning Plans (ILPs).
4. To provide timely feedback on student progress and achievement.
5. To contribute to the review and evaluation of curriculum programmes, self-assessment and the implementation of effective quality improvement plans.
6. To assist with the promotion and marketing of the service.
7. To share best practice and resources in training, learning and assessment.
8. To understand and adhere to service Health and Safety policies and guidelines, ensuring compliance with statutory legislation and best practice.
9. To have due regard to, and take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults and the Prevent Duty.
10. To uphold British values, the service’s values and responsibilities with regard to equality and diversity.
11. To maintain records of student punctuality, attendance, retention, achievement and progression.
12. To provide a high quality learning experience.
13. To assist in the preparation of the annual Self-Assessment Report.
14. To ensure all accreditation is carried out according to requirements.
15. To participate in team meetings as required.
16. To participate in internal and external verification procedures as required.
17. Assist admin staff with the enrolment of students.
18. Assist in giving advice to students and other staff on curriculum issues.
19. Prepare and complete all relevant assessment and assignments as required by the learning programme
20. Complete all course documentation as required*.*
21. Maintain a high quality learning environment for students.
22. Provide statistics to the Learning and Skills Manager or their representative as required.
23. Any other duties of a related nature which might reasonably be required and allocated by the 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: December 2018

**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.**