

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Culture, Leisure and Events		Service Area: Learning and Skills Service
JOB TITLE: Tutor (Casual)		
GRADE: I		
REPORTING TO: Delivery Team Lead		
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 when required
	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.

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	I
Directorate / Service Area	Culture, Leisure and Events	Learning and Skills Service
Post Ref:	POS005268	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Teaching qualification (DTLLS, Cert Ed or PGCE FE, TESOL, CELTA). Level 2 English and Maths or equivalent. Evidence of continued professional development. 		Application form
Experience	<ul style="list-style-type: none"> Ability to use Digital resources with learners. 	<ul style="list-style-type: none"> Coaching/mentoring skills to raise learner aspiration and attainment. Understanding and experience of the learning support needs of those with learning difficulties, disability and mental health issues and factors which affect their success. 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Excellent communication and presentation skills. Competence and confidence in the use of Digital Skills. 		Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> Demonstrate the Council's Behaviours which underpin the Culture Statement. Record keeping skills. Self-motivating. Proven effective people skills. Adaptability/flexibility. Commitment to continuous improvement. High personal standards and self-discipline. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> Willingness to work flexibly including some evening/weekend work when required 	<ul style="list-style-type: none"> Ability to travel to different venues across the Borough. 	Application / Interview

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six-month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job-Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.