

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Regeneration and Inclusive Growth		Service Area: Learning and Skills Service	
JOB TITLE: Tutor			
GRADE: I			
REPORTING TO: Skills Coordinator / Community Learning Coordinator			
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	Monitor learner's participation and progress and provide constructive feedback to learners in relation to their progress and achievement.	
	14	Ability to work towards agreed targets.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated

April 2025

PERSON SPECIFICATION

Job Title/Grade	Tutor	
Directorate / Service Area	Regeneration and Inclusive Growth	Learning and Skills Service
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	- Teaching qualification (DTLLS, Cert Ed or PGCE FE, TESOL, CELTA) - Level 2 English and maths or equivalent - Evidence of continued professional development - Experience of using ICT with learners		Application form
Experience	Previous teaching experience	- 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	• Excellent communication and presentation skills. • Competence and confidence in the use of IT.	• Knowledge of Skills for Life agenda.	Application / Interview
Specific behaviours relevant to the post	• 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	• Willingness to work flexibly including some evening/weekend work	• Ability to travel to different venues across the Borough	Application / Interview

Person Specification dated

April 2025