


GLPC Job Description

	Job Title	Part-time Tutors
	Directorate	Employment and Skills
	Department	Brent Start
	Grade	Casual – hourly
	Reports to	Programme Leader
	Staffing Responsibility	n/a

Job Purpose:

1. To plan, teach, mark, assess and evaluate courses and to deliver quality learning opportunities.
2. To meet the learning needs of students

Principal Accountabilities and Responsibilities:

1. To teach adults within an agreed subject area.
2. To plan and deliver a quality learning programme to take into account individual student needs, abilities, background and experience.
3. To use a variety of teaching methods and appropriate resources, to enable students to maximise their learning and develop confidence and the ability to learn independently and in a group
4. To provide guidance and support to students, assess work and give feedback.
5. To monitor student attendance, progress and achievement and participate in course evaluation.
6. To produce schemes of work and lesson plans and keep records of students' work and progress.
7. To fulfil syllabus and accreditation requirements.
8. To contribute to the evaluation of teaching and learning to inform future planning for continuous quality improvement, ensuring student involvement in the process.
9. To participate in the development of teaching materials and resources.
10. To keep up to date with subject knowledge and other issues relevant to teaching in your subject area/s.
11. To liaise with line manager and participate in appraisal process when required.
12. To teach with learning support or vocational tutors or to support volunteers when appropriate.

13. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
14. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
15. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
16. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Enhanced
Politically Restricted <i>(delete as appropriate)</i>	No

Person Specification

	To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i> <i>(Please indicate all that apply)</i>
Qualifications and Professional Membership requirements: 1. A generic adult teaching qualification 2. A subject specialism at level 4 and above matched to role for which you are applying 3. GCSE/Maths at Level 2 (for non-maths tutors only)	A A A
Knowledge (please specify all essential criteria): 4. An understanding of the implementation of equal opportunities in this context 5. Knowledge of current Inspection regime	A/I A/I
Experience (please specify all essential criteria): 6. Experience of teaching adults on a paid or voluntary basis 7. Experience of embedding employability into your teaching	A A/I

Skills and abilities (please specify all essential criteria):	
8. Ability to plan lessons appropriate to adult learners from a variety of cultural and educational backgrounds using a variety of teaching methods currently considered good practice	A/I
9. Ability to develop effective teaching materials of a high standard and appropriate to the needs of learners	A/I
10. Ability to evaluate and track learner progress and set individual learning goals	A/I
11. Ability to assess learner work for accreditation/RaRPA if appropriate to the course	A/I
12. Ability to use ICT and E-learning in teaching and course planning	A
13. Ability to maximise retention and achievement of learners	A
14. Effective communication and inter-personal skills including standard of English appropriate to the post	A
15. Flexibility to deliver learning on our main sites and community venues across a range of days and times	A/I

List desirable criteria:	
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