



Part-time Tutor – Digital Skills

Reports to:	Curriculum Manager		
Department:	Children, Young People & Community Development - Brent Start	Grade:	Casual – hourly
DBS Status:	Enhanced	Politically restricted:	No
Job Purpose:			
<ol style="list-style-type: none"> 1. Plan, teach, mark, assess and evaluate courses and to deliver quality learning opportunities. 2. Meet the learning needs of students. 			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> 1. Teach adults within an agreed subject area. 2. Plan and deliver a quality learning programme to take into account individual student needs, abilities, background and experience. 3. 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. Provide guidance and support to students, assess work and give feedback. 5. Monitor student attendance, progress and achievement and participate in course evaluation. 6. Produce schemes of work and lesson plans and keep records of students' work and progress. 7. Fulfil syllabus and accreditation requirements. 8. Contribute to the evaluation of teaching and learning to inform future planning for continuous quality improvement, ensuring student involvement in the process. 9. Participate in the development of teaching materials and resources. 10. Keep up to date with subject knowledge and other issues relevant to teaching in your subject area/s. 11. 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. 			
<p>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.</p>			

Version:

Date of Job Evaluation:

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. A generic adult teaching qualification
2. GCSE/Maths at Level 2 (for non-maths tutors only)
3. Relevant qualification and experience of delivering and confident in the following areas:
 - Essential Digital Skills
 - Cyber Security
 - Software and Apps Development
 - Graphics & Animation
 - Web Development digital technology and media – including programming
4. An understanding of the implementation of equal opportunities in this context
5. Knowledge of current Inspection regime

Experience

6. Experience of teaching adults on a paid or voluntary basis
7. Experience of embedding employability into your teaching

Skills and abilities

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
9. Ability to develop effective teaching materials of a high standard and appropriate to the needs of learners
10. Ability to evaluate and track learner progress and set individual learning goals
11. Ability to assess learner work for accreditation/RaRPA if appropriate to the course
12. Ability to use ICT and E-learning in teaching and course planning
13. Ability to maximise retention and achievement of learners
14. Effective communication and inter-personal skills including standard of English appropriate to the post
15. Flexibility to deliver learning on our main sites and community venues across a range of days and times

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs

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