

# Job Profile

Position Details	
Post	Associate Tutor
Service Area	Housing and Growth
Reports to	Curriculum Manager
Grade	PO1 - £31,548 - £33,291
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> <li>• To plan and deliver high quality teaching, learning, assessment and tutorial support to Learners to maximise achievement and support continuous improvement.</li> <li>• To use appropriate processes and delivery methods as outlined in the tutor guidance to promote and deliver learning programmes which meet the needs of individual participants, contractual requirements and the broader objectives of Haringey Adult Learning Service.</li> <li>• To manage individual learner programmes, monitoring, evaluating and reviewing progress regularly to meet requirements specified by HALS, our funders and the Common Inspection Framework.</li> <li>• To carry out all responsibilities within the framework of the Council's Equal Opportunities Policy and Health and Safety procedures.</li> </ul>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To provide Course Outline information in line with the curriculum plan agreed with your Curriculum Manager.</li> <li>2. To prepare and deliver high quality and well-structured sessions, including all planning and evaluation processes such as Schemes of Work, Lesson plans and so on. These documents should form a comprehensive course record usually kept as a course file.</li> <li>3. Each session should have stimulating and challenging objectives that contribute to the overall course objectives and are clear to the learners. Resources for each session should be planned and accessed in advance of the session.</li> <li>4. To establish specific and challenging learning goals appropriate to the level of the course. Where necessary to access and implement service advice on meeting additional learner needs.</li> <li>5. Learners' own personal goals should be recorded and incorporated into delivery through the individual learning plan. Achievement should be monitored throughout the programme and feedback passed to learners. For non-accredited courses assessment of achievement should be RARPA compliant.</li> </ol>

6. To monitor and address learner punctuality and attendance.
7. To undertake and deliver learner evaluation processes and to report these to the subject area team and where necessary make adjustments to improve teaching and learning.

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> <li>4. To maintain registration with the Institute for Learning and keep a log of all relevant continuous professional development activity undertaken.</li> <li>5. To plan for appropriate Health and Safety aspects during teaching, complying with HALS and council guidance</li> <li>6. The postholder will require a sound knowledge of working with IT, particularly with regard to e-communication and use of the web appropriate programmes to develop and support teaching and learning</li> <li>7. To ensure that holiday leave is pre-arranged, agreed one month in advance with your Curriculum Area Co-ordinator and taken outside of term delivery dates, apart from exceptional circumstances.</li> <li>8. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Abilities/Experiences</b> <ul style="list-style-type: none"> <li>• Teaching to a high standard on courses to learners with diverse needs and backgrounds.</li> <li>• Incorporating individual learning needs and targets into the planning process</li> <li>• Planning, delivering and reviewing a course programme</li> <li>• Supporting learners to overcome barriers and achieve consistent progress</li> <li>• Evidence of ongoing CPD (Continuous Professional Development)</li> </ul>	 E E E E E
<b>Qualifications (only if applicable)</b> <ul style="list-style-type: none"> <li>• Applicants should have completed or be working towards an appropriate teaching qualification in line with nationally recognised standards (PTLLS, CTLLS and DTLLS or equivalent)</li> <li>• Appropriate subject related accreditation or experience</li> </ul>	 E E
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Excellent teaching and communication skills</li> <li>• Understanding of learner centred provision</li> </ul>	 E E

<ul style="list-style-type: none"> <li>• Understanding of measures designed to encourage high recruitment, retention and achievement</li> <li>• Demonstrable commitment to quality assurance systems and processes, particularly related to the areas of record-keeping, monitoring, accreditation and evaluation</li> <li>• Demonstrable commitment to widening participation policies and the Council's Equal Opportunities Policy.</li> </ul>	E
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**Main Contacts & Other Information**

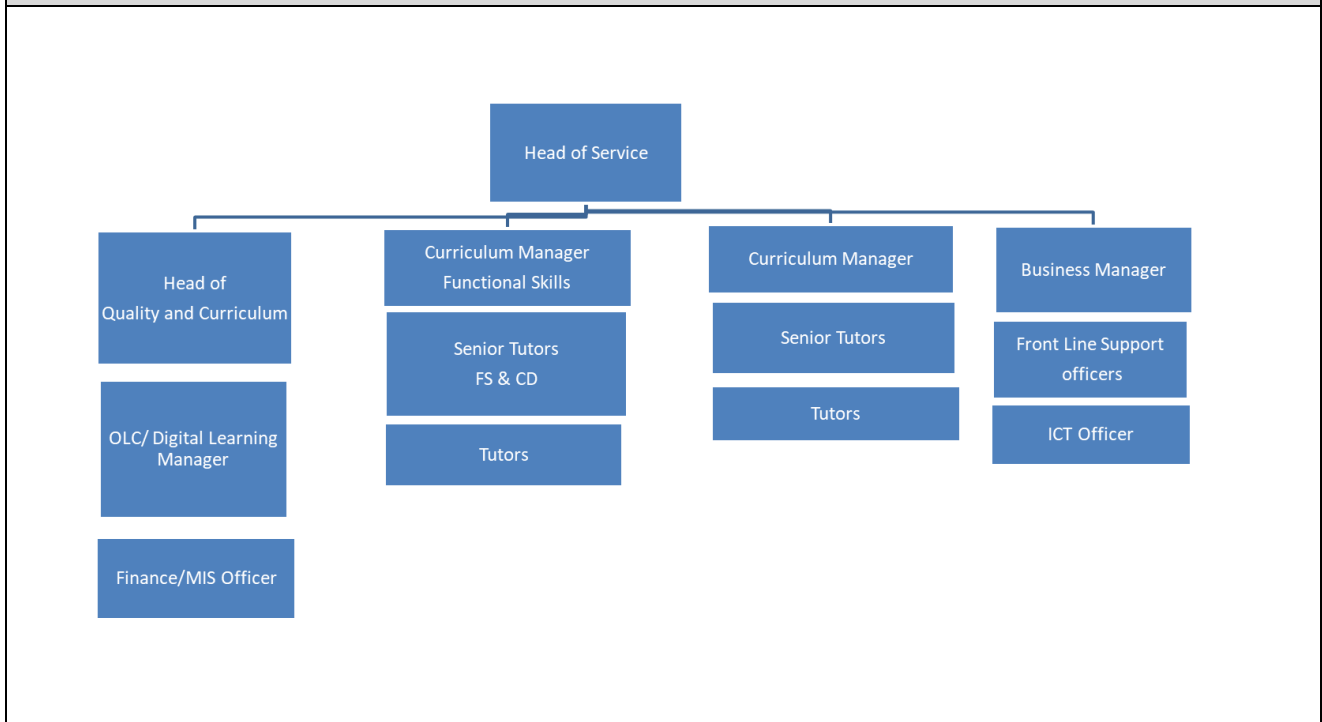
Main Contacts:

- Curriculum Manager
- Frontline Support Staff

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

**Organisational Structure**



## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	50	Use of a computer.	Yes	50
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
N/A
<b>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</b>
N/A
<b>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</b>
N/A
<b>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</b>
N/A
<b>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</b>
N/A
<b>Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:</b>
N/A