

Housing and Growth

Haringey Adult Learning Service

Associate Tutor Job Description

POST:	Associate Tutor
GRADE:	PO1
RESPONSIBLE TO:	Curriculum Manager
RESPONSIBLE FOR:	none

BASIC OBJECTIVES OF THE POST

1. To plan and deliver high quality teaching, learning, assessment and tutorial support to Learners so as to maximise achievement and support continuous improvement.
2. 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.
3. To manage individual learner programmes, monitoring, evaluating and reviewing progress regularly to meet requirements specified by HALS, our funders and the Common Inspection Framework.
4. To carry out all responsibilities within the framework of the Council's Equal Opportunities Policy and Health and Safety procedures.

MAIN DUTIES & RESPONSIBILITIES

5. To provide Course Outline information in line with the curriculum plan agreed with your Curriculum Manager.
6. 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.
7. 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.
8. 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.

9. 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.
10. To monitor and address learner punctuality and attendance.
11. 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.

MAIN CONTACTS

1. Curriculum Manager
2. Frontline Support Staff

Equipment

The postholder will be responsible for the responsible use of HALS equipment that supports teaching and learning including Smart Boards and IT.

Data Systems

The postholder is responsible for the maintenance of learning records in line with funding and examination body requirements, including individual learning plans and registers of attendance.

GENERAL:

- The postholder should maintain registration with the Institute for Learning and keep a log of all relevant continuous professional development activity undertaken.
- The postholder must have the understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
- The postholder must plan for appropriate Health and Safety aspects during teaching, complying with HALS and council guidance
- 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
- The postholder must have an understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

- 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.
- To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.
- This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Haringey Adult Learning Service – Person Specification

POST: Associate Tutor

GRADE: PO1

RESPONSIBLE TO: Curriculum Manager

RESPONSIBLE FOR: None

The Person

A experienced tutor offering a positive teaching and learning experience to learners.

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

Abilities/Experiences

- Teaching to a high standard on courses to learners with diverse needs and backgrounds.
- Incorporating individual learning needs and targets into the planning process
- Planning, delivering and reviewing a course programme
- Supporting learners to overcome barriers and achieve consistent progress
- Evidence of ongoing CPD (Continuous Professional Development)

Qualifications (only if applicable)

- Applicants should have completed or be working towards an appropriate teaching qualification in line with nationally recognised standards (PTLLS, CTLLS and DTLLS or equivalent)
- Appropriate subject related accreditation or experience

Knowledge/Skills

- Excellent teaching and communication skills
- Understanding of learner centred provision
- Understanding of measures designed to encourage high recruitment, retention and achievement
- Demonstrable commitment to quality assurance systems and processes, particularly related to the areas of record-keeping, monitoring, accreditation and evaluation
- Demonstrable commitment to widening participation policies and the Council's Equal Opportunities Policy.
- **Analysis of Employment Activities**

The employee's duties require the following activities: -

	Yes		Yes
Office duties	✓	Outdoor work / uneven surfaces	
Use of a computer	✓	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work		Outdoor work or extremes of temperature	

Crisis or conflict situations		Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	
Tight deadlines	✓	LGV / PSV driving	
Walking 1+ miles during working day		Operating lift-truck, digger or crane	
Use of stairs	✓	Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods		Noisy environment (over 80dB[A])	
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights		Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children		Preparing raw food / serving food	
Control and restraint		Other	