

Haringey Adult Learning Service

Haringey Adult Learning Service Lead Tutor – Job Description

JOB DESCRIPTION

POST: Senior Tutor
GRADE: PO2

RESPONSIBLE TO: Curriculum Manager

RESPONSIBLE FOR: Team leadership, Curriculum Development and improvement

Lead Tutors to be appointed in the following curriculum areas:

- Wellbeing
- Family Learning
- Functional Skills
- ESOL

Basic Objectives of the post

- To teach your subject specialism for a maximum of xxx hours per week in Wood Green Learning Centre, libraries, schools, children's centres, partner community organisations, or various sites in the community as agreed.
- To fully complete, and submit to deadlines, accurate administrative paperwork related to the organisation of teaching including enrolment forms, registers, completion and achievement data, course folders, course evaluations, and other course and statistical information as required.
- To lead and support other tutors in the design and delivery of courses which engage disadvantaged and low skilled Haringey residents through using effective assessment tools, innovative course and lesson planning, production of resources and appropriate teaching techniques.
- To work with other tutors to share and embed good practice and promote regular learner's attendance, punctuality, employability and progression to further learning and employment, including following up on absences where appropriate.

MAIN DUTIES AND RESPONSIBILITIES

Haringey Adult Learning Service

1. Carry out the roles and responsibilities of a tutor including developing a sound resource base for your subject area(s) or any new areas assigned to you.
2. Identify and lead on good practice and ensure RARPA procedures are followed.
3. Assist with observation of teaching and learning. Contribute to staff development and ensure that tutors share good practice.
4. To peer observe and provide support and guidance for other tutors.
5. Work with tutors to improve teaching and learning practices and foster a positive attitude toward teaching.
6. Work with other tutors to compile, develop, and maintain tutor resources including online resources.
7. Liaise with Learning and Employability Support Officers (LESOs) to integrate employability, careers development and health/wellbeing/personal development support into the learner journey.
8. Liaise with the HALS Prevent/Safeguarding team to ensure learner safety is at the heart of teaching and learning.
9. To work with managers and other staff to establish and maintain productive partnerships with employers, community partners and other learning providers.
10. Contribute to course, area and curriculum reviews to identify areas for improvement including retention, achievement and success rates.
11. To actively contribute to quality improvement processes and initiatives.
12. Work in conjunction with the Curriculum Manager to plan and deliver opportunities for sharing good practice across the curricula.
13. Assist managers and tutors in developing and delivering courses that meet the needs of Haringey residents and particularly that progress adults towards sustainable employment
14. To support tutors with the embedding of Employability, English, Maths, ICT and British Values when designing and delivering courses in their subject area.
15. Support and advise other tutors on aspects of teaching and learning and assist with the recruitment of tutors.

Haringey Adult Learning Service

16. Contribute to quality improvement processes, provide timely contributions to the Self Assessment reporting process for your area of expertise.
17. Undertake other duties related to the administration and organisation of teaching as required.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and continue your own personal development constructively. Take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with council standards.
- To be committed to the Council's values (Human, Ambitious, Accountable, Professional) and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Safeguarding, Prevent and Health and Safety Policies and relevant legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Equalities and Diversity policy.

Main Contacts

1. Curriculum Manager

Haringey Adult Learning Service

2. Deputy Head of Service
3. Learning and Employability Support Officers
4. HALS Prevent/Safeguarding Team
5. External partners, exam boards and sub-contractors
6. HALS business support staff
7. Council Officers from aligned services, especially those in Employment and Health

Haringey Adult Learning Service

PERSON SPECIFICATION

POST : Lead Tutor (Lead Practitioner/ Senior Tutor / Tutor Practitioner)
GRADE: (to be assessed)

RESPONSIBLE TO: Curriculum Manager

RESPONSIBLE FOR: Team leadership, Curriculum Development and Improvement

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

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

The Person

An experienced tutor/subject specialist with significant experience of developing/delivering innovative and quality provision in an adult learning context.

Abilities/Experiences

- Experience of teaching Entry to Level 2 (with subject specialisms as relevant)
- Experience of working in partnership with voluntary and community organisations
- A proven teaching track record for your specialist that includes working with disadvantaged learners and adults most in need
- Experience of delivering accredited and non-accredited courses and undertaking observations of teaching and learning.

Qualifications

Haringey Adult Learning Service

- A teaching qualification at least to level 5, (and subject specialism if applicable) with a minimum of level 2 in literacy, numeracy and ICT

Knowledge

- Understanding of the national and London strategies for adult skills, community learning and employability, including the role of Jobcentre Plus, Work Programme providers and plans for Welfare Reform that affect residents/learners relating to their progression routes to employment.
- Understanding of OfSTED frameworks, processes and systems used in service Inspections and related quality assurance mechanisms.
- Good working knowledge of Haringey Council's Corporate Plan and the priorities to which HALS contributes.
- Awareness of finance and budgets and the implication on service delivery.

Haringey Adult Learning Service

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	

Haringey Adult Learning Service

Control and restraint		Other	
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Competencies applicable to the post are:

Curriculum

- Ability to work on own initiative and as part of a team delivering a range of courses for residents so that they can gain qualifications and skills to help them become employable and able to obtain sustained work.
- Ability to design and deliver courses that meet the needs of identified disadvantaged Haringey residents and adult learners most in need
- Ability to contribute to evidenced Self Assessment Reports for the Skills Funding Agency and other reporting mechanisms
- Ability to ensure course compliance with HALs systems and OfSTED expectations

Self-development and Learning

- To take responsibility for addressing own development needs in a variety of different ways
- To be aware of personal strengths and development needs
- To share expertise with others

Project Management

- To initiate and run time-limited projects that deliver improvement to HALS offer to learners
- To lead and work with others on projects with a clear sense of role, responsibility and remit
- To manage project resources, risk and quality, assure project quality and ensure on-time and within budget delivery.

Team Work/Leadership

- To support and supervise the work of tutors and assist with continuous improvement and sharing good practice.
- To actively shape and develop goals and CPD across a team
- To share knowledge, experience and achievements with a team

Self-discipline and Organisation

- To take responsibility for planning own time and workload to meet objectives
- To balance competing demands and priorities
- To inform the service of problems or changing priorities

Haringey Adult Learning Service

Communicating Effectively

- To demonstrate strong communication skills, written and oral, with staff and learners
- To be able to feedback effectively to both learners and colleagues
- To be able to compile and present evidence of learner outcomes
- To be able to formulate plans and reports

Appreciating Diversity

- To actively and respectfully listen to people in order to understand them, and their views
- To consider different perspectives, experiences and backgrounds when working with others and providing services
- To present words and views clearly and in a way that other people find meaningful

Innovation and Finding Solutions

- To be open to new ideas and suggestions
- To take responsibility for providing solutions to deliver improvements

Customer Focus

- To be friendly, helpful and professional
- To demonstrate an understanding of who our learners are and why they matter
- To explain clearly what can be delivered and keeping that promise
- To seek and act upon customer opinion and feedback