



Sheffield City Council

Job Description

Tutor

Portfolio:	People
Service Area:	Lifelong Learning and Skills
Grade:	6
Responsible To:	Curriculum Manager
Responsible For:	N/A
Holidays and Sickness Relief:	

Job Purpose

- To teach courses of learning, based on the requirements for the Adult Learning and Skills Sector, and act as a role model for teaching excellence and commitment to the professional standards
- To plan, monitor and evaluate learning in line with national, regional and local quality assurance standards
- To use own specialist knowledge, learner and community views, to inform curriculum development that will meet service needs in line with local and national priorities

Duties and Responsibilities

Specific Duties and Responsibilities

- To teach or facilitate courses and programmes to awarding body, funding body and contractual requirements which may include accredited and non-accredited provision
- Prepare and deliver learning in a variety of centre and community based settings.
- To support learners, in their learning, including undertaking initial, formative and summative assessment, developing personalised strategies that ensure learners progress
- Ensure learners are given advice and information regarding progression pathways into other forms of learning and training.
- To undertake and lead curriculum development, creation of detailed Schemes of Learning and individualised session planning
- Preparation of learning materials, development of learning resources and the design and development of monitoring and assessment tools.
- To liaise with other agencies supporting learning provision in relation to the recruitment and referral of learners and where appropriate, assist directly in the recruitment and enrolment of learners.
- To contribute to the administration of learning programmes including fee collection and the completion and return of course data.
- Development and delivery of RARPA systems and contribution to moderation and standardisation practices
- To support quality monitoring and improvement through participating in observation of teaching and learning, the analysis of performance data, service wide self-assessment and inspection.
- To undertake leadership of a course or curriculum/subject area, including offering curriculum support, guidance and sharing good practice learning with colleagues.
- To participate in and where appropriate lead Staff Development opportunities to increase best and safe practice that meet the quality requirements of the service, funding agencies and awarding bodies.
- Actively participate in CPD activity and practice that upholds and embeds the Education and Training Professional Standards
- To participate in the city council's performance management and appraisal systems, including the appraisal of others.

General Duties and Responsibilities

- This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this

commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check

- Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by The Immigration Act 2016.
- Know your Service Business Continuity Plan and follow the Business Continuity Plan as required.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date:

Person Specification

Post Title: Tutor

Minimum Essential Requirements	Assessment Method
Knowledge and Experience	
Demonstration of aligning teaching practice to the Professional Standards for Education and Training	AF/I
A track record that demonstrates experience of delivering good or outstanding teaching	AF/I
Demonstration of an understanding of Equality, Diversity and Inclusion and customer care	AF
Experience of embedding safe practice that addresses Safeguarding, Prevent, and British Values	AF/I
Demonstrable evidence of working as an integral member of an effective team	AF/I
Experience of tracking learner progress and achievement, providing reports to managers for monitoring, inspection and funding purposes	AF/I
Experience of informing learners of appropriate learning opportunities, planning induction, learning and assessment to a positive outcome	AF/I
Experience of delivering to deadlines without close supervision	AF

Understanding of contract compliance and associated funding in the adult learning and skills sector	AF
Demonstration of reflective critical thinking that will address assumptions and practice, and how this is used to share good practice with colleagues	AF/I
Skills and Abilities	
Ability to embed quality assurance and maintain evidence based practice that supports positive outcomes for all learners	AF
An effective range of communication skills that includes written, oral and presentation of detailed information	AF/I/AC
Ability to use a range of technology solutions to support innovations in teaching, learning and assessment	AF/I/AC
Ability to consult, influence and undertake delegated tasks to a positive result and report findings in a timely and effective manner	AF/I
Ability to plan and develop new courses and events that will address the needs of the desired audience of learners	AF/I
Ability to assess Risk and embed Health and Safety practice across teaching programmes	AF
Ability to review and evaluate own performance against standards and targets at service level	AF
Qualifications	
A recognised teaching qualification in the Lifelong Learning and Skills Sector (e.g., CTLLS, DTLLS, Certificate of Education qualification at level 4 or above	AF
A relevant specialist qualification in the dedicated area of teaching at degree or at least a level 3 vocational/industry discipline	AF
Evidence of personal research and a continued dedication to CPD activity that enhances currency in specialist area of teaching, learning and assessment	AF
A relevant Internal Quality Assurance qualification where applicable to context or the willingness to acquire within 12 months	AF
Behaviours – our ways of working	
Collaboration: working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieved shared commitment to service delivery.	AF/I
Communication: Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.	AF/I
Innovation: Positively seeks to do things better. Participates in opportunities, challenges and changes. Encourages creativity, stretches and develops others.	AF/I
Ensuring fairness: Understands and works to the values set out in the Corporate Plan, values people as individuals, show respect and positive regard for others	AF/I

Key: AF- Application Form, AC - Assessment Centre Activities, I – Interview

Health Risks Specification

Please see the tasks, where there are some potential, residual health risks for the job

Task	Potential Health Risk if X
ICT/Computer user	<input type="checkbox"/>
Moving and handling of clients	<input type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>

