



JOB
SPECIFICA
TION

LONDON BOROUGH OF NEWHAM
ACHIEVEMENT AND EMPLOYABILITY

Title of Job: Sessional Tutor
Grade: Hourly rate - currently £24.00 ph
Job No:
Department: Children & Young People's Service
Section: Newham Adult Learning Service
Service: Achievement and Employability

JOB DESCRIPTION

Person reports to: Area or Centre Manager
Person supervises: None

Purpose of Job:

To provide high quality, relevant learning opportunities which enable students to maximise their educational, vocational and personal development potential and fulfil their aspirations and goals.

Equal Opportunities:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities:

1. To teach an appropriate range of courses to a range of students and to deliver the curriculum effectively.
2. To deploy a wide range of teaching and student-centred learning strategies that ensure (a) the most effective learning, retention, achievement and progression of students, and (b) the most effective use of teaching time and other resources.
3. To develop a range of teaching materials in accordance with the needs of the client group.
4. To actively promote inclusive learning and observe equal opportunities' practices and procedures.
5. To ensure that the right level of support is given to every individual through a series of regular reviews, progress reports and completion of the Individual Learning Plan.
6. To ensure the full implementation of quality assurance processes and work pro-actively to secure constant *quality improvement* and student completion and achievement of the highest possible standards.
7. To provide appropriate induction for each student which will include assessment of need and the creation of an individual learning plan.

8. To participate as required to the development of the curriculum, ensuring that the content is relevant and current.
9. To ensure that the curriculum meets the requirements of validating and awarding bodies.
10. To meet all deadlines for the submission and marking of assessed work and to administer paperwork in relation to the attainment of qualifications.
11. To contribute to the promotion of the welfare of students, keeping them informed of rights and responsibilities, health and safety requirements and student support services.
12. To maintain standard administration procedures in relation to the position of tutor within the programme.
13. To participate in staff appraisal and development activities as required by the service and attend team meetings.
14. To maintain an up to date knowledge of specialist subject area.
15. To work as an effective curriculum, area and Service team member respecting the rights and interests of others.
16. To manage allocated resources, including the maintenance of appropriate records and producing statistical and other reports as required.
17. To maintain a high quality of customer service, contribute to the service publicity plan and undertake appropriate and public relations activities as required.
18. To undertake appropriate training activity and contribute to service staff development activities within the council's appraisal scheme and the Achievement and Employability staff development plan.
19. To promote the service positively and enthusiastically as and when required.
20. To be willing to undertake evening duties on a regular basis and occasional weekend working as and when required.
21. To work as directed by Head of Service within a range of area offices as required.
22. To carry out any other duties that are in line with the purpose and grade of the job as may be required from time to time.

LONDON BOROUGH OF NEWHAM PERSONNEL SPECIFICATION

All requirements in this specification must be (a) essential to the post and (b) assessable within the selection process.

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT	
Attitude/Skills/Experience/Knowledge	The ability to impart information to students in a manner conducive to their learning objective within a group environment.	Letter of /Interview	Application
Skills/Experience	Possession of an appropriate qualification, with a good working knowledge of subject specialism.	Letter of /Interview	Application
Knowledge/Skills/Experience	Skill/experience of working with adults, together with an understanding of the barriers to learning	Letter of /Interview	Application
Knowledge/Skills/Experience	Experience of directing students to the attainment of appropriate qualifications.	Letter of /Interview	Application
Knowledge/Skills/Experience	Knowledge and understanding of the requirements of various and appropriate lead certification bodies.	Letter of /Interview	Application
Knowledge/Skills/Experience	Appropriate level of Key Skills.	Letter of /Interview	Application
Knowledge/Skills/Experience	Ability to develop training materials, including handouts, which are clear and understandable.	Letter of /Interview	Application
Knowledge/Skills/Experience	Experience of devising individual training plans and recording students' progress in line with regular reviews.	Letter of /Interview	Application
Knowledge/Attitude Experience	Knowledge and experience of using assessment tools.	Letter of /Interview	Application
Experience/Attitude	Effective administration skills allowing the maintenance of established administration procedures.	Letter of /Interview	Application
Knowledge/Skills	Commitment to inclusive learning	Letter of /Interview	Application