

## **London Borough of Bexley**

### **Job Reference:**

#### **Job Description**

**Management Grouping: Children's Services**

**Department/Section: Learning & Enterprise College Bexley**

**Job title: Adult Health and Social Care Tutor**

**Reports to: Curriculum & Quality Manager - Vocational Studies**

**Grade: TLCA M1-M6 depending on experience**

#### **Purpose of the job**

- Supporting the improvement, growth and sustainability of the Learning & Enterprise College Bexley, ensuring a vibrant and ambitious offer, outstanding teaching, learning and assessment and personalised employment support to improve outcomes for all clients and students enabling them to achieve their potential.
- The postholder will assist in developing an increasingly focused curriculum and employment offer that will enable a broader range of residents and businesses to benefit.
- The post holder will support the aims and objectives of the Council's corporate plan and target the GLA's priority groups for the devolved Adult Education Budget, ensuring effective delivery which aims to exceed the contractual outcomes and minimum performance standards set by external funders.
- Develop, manage and deliver a high-quality curriculum focused programme which meets the needs of learners and employers. The programme will consist of qualifications, short courses, non-regulated provision and other learning activities to meet the needs of residents and the local economy.

#### **Main Accountabilities**

- Write course outlines, contribute to training of IAG staff, interview potential students and conduct initial and diagnostic assessments.

- Undertake course planning in consultation with the Senior Manager responsible for TLA and the relevant CQM, including submission of scheme(s) of work and lesson plans and sharing these with other team members.
- Establish a purposeful learning environment in which diversity is valued, and students feel safe and confident.
- Set challenging teaching and learning objectives that are relevant to the course and needs of students.
- Manage the learning process effectively, guiding and supporting students differentiating teaching to meet the needs and interests of students and ensure that students are appropriately challenged and supported.
- Agree individual learning plans with students including SMART course and personal targets, monitor and review them regularly and provide meaningful feedback to students.
- Develop resources to support both classroom-based and flipped, independent, out-of-classroom learning making use of digital technology and the College VLE.
- Plan additional support for students liaising with the Student Support Adviser, as necessary.
- Plan opportunities for students, with other staff where relevant, to learn in out of classroom contexts such as placements, volunteering, visits to the library, museums and employment-based settings etc.
- Systematically assess students' work giving timely and developmental feedback on progress to support students as they learn.
- Involve students in reflecting on, evaluating and improving their own performance.
- Keep accurate records of punctuality, attendance, assessment and learner progress making reports as required.
- Keep up to date with internal and external assessments and examinations, including the keeping of appropriate records and completion of returns.
- Assist with internal and external assessments, exams and standardisation.
- Comply with LECB Quality Improvement Framework and the Transformational and Inspirational TLA Framework and work with the relevant Curriculum and Quality Manager on a personal improvement plan to maintain or improve performance to outstanding.
- Work collaboratively with the Careers Service Team to ensure learners receive effective information and advice on progression to further study, employment and into volunteering.
- Regularly review and evaluate course and own performance with the TLA manager
- Contribute to course team meetings and sharing best practice with colleagues.

- Undertake Health & Safety, Equality & Diversity, Safeguarding, Prevent and Data Protection/GDPR training, maintaining awareness of key risk issues within the curriculum area and escalate any concerns to the relevant member of staff.
- Comply with the Professional Standards for Teachers and Trainers in Education and Training

### **Wider curriculum and quality duties**

- Assist the relevant Curriculum and Quality Manager with the following activities:
  - a. Undertake learning walks and tutor mentoring and coaching.
  - b. Provide support with curriculum planning.
  - c. Carry out quality checks of quality course folders and support tutors with planning, setting SMART targets and monitoring.
  - d. Contribute to course reviews, self-assessment and quality improvement plans.
  - e. Staffing the learning centre at agreed times and providing extra support to learners.
  - f. Providing cover in case of tutor absence.
- Undertake other reasonable duties commensurate with level of post as directed by the Manager for TLA Curriculum and Quality

### **Organisational Control and Development**

- Keep under review structures, procedures and working methods for which the post holder is responsible to ensure an integrated, effective and efficient approach to the delivery of services.
- Ensure that working practices and processes are developed to ensure efficient and effective delivery of services to residents utilise the use of new technology appropriately.
- Application of GDPR and Freedom of Information legislation in their dealings with employers, clients and file maintenance.

### **Personal Effectiveness**

- Deal promptly with all matters requiring the post holder's personal attention.
- Be fully conversant with relevant statutory provisions and the Council's constitution, processes and procedures; to develop the full range of professional skills and knowledge to satisfy the requirements of the post.

- Establish and develop effective working relationships and productive partnerships with all the relevant partners.
- All staff working in the College have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you always carry out your duties and work in a way that ensures the safeguarding and welfare of all clients and students.

**Person Specification****Management Grouping: Children's Services****Department/Section: Learning & Enterprise College Bexley****Job title: Adult Health and Social Care Tutor****Key: A = Application I = Interview As = Assessment task**

<b>Selection Criteria</b>	<b>Essential/ Desi rable (E/D)</b>	<b>Selection Method (See Key)</b>
<b><u>Education and Formal Training</u></b> <ul style="list-style-type: none"><li>• First degree or equivalent</li><li>• A qualification at least one level higher than the course to be taught</li><li>• A fully recognised teaching qualification, or willing to work towards one within the first year of teaching at LECB</li></ul>	<p>E</p> <p>E</p> <p>D</p>	<p>A</p> <p>A</p> <p>A/I</p>
<b><u>Relevant Technical Experience and Knowledge</u></b> <p>Demonstrable experience of:</p> <ul style="list-style-type: none"><li>• Experience of ongoing professional updating and development in relevant fields.</li><li>• An interest in and an understanding of the learning needs of students at this level.</li><li>• Excellent subject knowledge</li><li>• An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with students.</li><li>• An awareness of safeguarding and how it relates to the work of this post in an Adult Learning Institution.</li><li>• Experience of teaching the relevant subject(s) to students of varying ability and level.</li><li>• Experience of preparing students for formal assessment and exams, if proposing to teach accredited provision</li><li>• ICT literacy, including experience of using ICT in the classroom.</li><li>• Experience of using a VLE to enhance teaching, learning &amp; assessment.</li><li>• Excellent classroom skills with the ability to employ a range of teaching strategies and to support students in the promotion of active learning.</li><li>• Experience of successfully supporting students' progress through tutoring.</li></ul>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I/As</p> <p>A/I</p> <p>As/I</p> <p>A/I</p>

<ul style="list-style-type: none"> <li>Experience of embedding English, maths, British values, safeguarding, H&amp;S, E&amp;D, and employability/enterprise in the courses taught.</li> </ul>	<b>D</b>	<b>A//As</b>
<p><b><u>Relevant Skills &amp; Abilities</u></b></p> <ul style="list-style-type: none"> <li>An ability to design, develop and deliver high quality teaching materials.</li> <li>The ability to effectively plan and develop differentiation within lessons</li> <li>Good interpersonal skills and written and oral communication skills</li> <li>Good organisational skills and high attention to detail.</li> <li>The ability to work effectively as a team member.</li> <li>The ability to maintain records and produce relevant documentation as required.</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	<b>A//As</b> <b>A//As</b> <b>A//As</b> <b>A//As</b> <b>A/I</b> <b>A//As</b>
<p><b><u>English Language Requirements for Public Sector Workers:</u></b></p> <ul style="list-style-type: none"> <li>Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary</li> <li>Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation</li> <li>Ability to listen to customers and understand their needs</li> <li>Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b>	<b>I/As</b> <b>I/As</b> <b>I/As</b> <b>I/As</b>