

Role Profile

Part A - Grade & Structure Information

Job Family Code	7PE	Role Title	Lead Tutor
Grade	PS7	Reports to (role title)	Curriculum Manager
		Directorate	Children, Families & Lifelong Learning
JE Band	228-268	Service	Education
		Team	Surrey Adult Learning
		Date Role Profile was created	Jul-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To plan and deliver high quality learning for adults in a subject in which they have extensive knowledge and act as expert practitioners including, in some instances, delivery of accredited programmes. To support and mentor other tutors and share good practice, leading to higher standards of quality in teaching, learning and assessment.</p> <p>Design a structured teaching programme for each course in agreement with the Curriculum Manager that reflects subject and level and matches the needs of mixed ability learners, using appropriate Schemes of Work and Lesson Plans and relevant teaching materials.</p> <p>Using appropriate teaching and learning methods to promote diversity and inclusion, assess each learner's prior knowledge and skills, establish their learning needs at the start of the course, monitor their progress session by session and, together with individual learners, evaluate achievement at course end. Ensure learners are aware of potential progression routes to enhance their learning. Collect data on impact for learners and learner progression as appropriate.</p> <p>Develop learners confidence and self esteem, and where appropriate, facilitate the integration of learners with additional needs, learning difficulty or disability. Develop curriculum materials and other resources and/or documentation appropriate to supporting the work of other tutors within your programme area.</p>
Work Context	<p>Surrey Adult Learning has seven dedicated centres in Surrey. In addition it also hires or works from approximately 40 further venues each year. It delivers some 2500 courses comprising both a published course programme and a set of bespoke courses that are designed to meet the needs of individual groups of adults in the community.</p> <p>There are four main teams that make up Surrey Adult Learning:</p> <ol style="list-style-type: none"> 1. Curriculum who look at curriculum planning and delivery, quality improvement and the provision of extensive course offer and the management of tutors employed in the Service; 2. Learning Services who are responsible for the customers experience with the service, enrolment, the environment the course is delivered in, and associated administrative processes; 3. Information, Technology and Funding Team who look after the Management Information System, and the provision of technology associated with Learning; 4. Business Development Team who look after the marketing, business development and growth in income generation. The financial and business analysis functions are directly led by the Principal. <p>Lead Tutors report to the Curriculum Manager and work within a defined subject area to ensure that teaching learning and assessment is subject to continuous improvement against rigorous standards set by Ofsted. They are required to travel to and work at any centre/venue as specified. They need to work flexibly, including Saturdays as required. A working pattern will be agreed with the Curriculum Manager prior to the start of each term.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Service Development</p> <ul style="list-style-type: none"> • Manage the daily running of a customer facing service to ensure a high level of customer satisfaction. • Review and make recommendations for the improvement of relevant business processes and practices. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Assist in development and project work, and working with other staff to provide information and feedback. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Maintain specialist archives or records relevant to the service area. • Provide advice and support to projects using specialist knowledge. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Maintain relevant accounts as part of the day to day running of the service. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and work in partnership with other internal departments, partner organisations, the community and volunteers. <p>People Management</p> <ul style="list-style-type: none"> • May coordinate, supervise and guide team members. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Vocational Qualifications Level 3 or equivalent in relevant field with practical knowledge of the service area, or equivalent experience. • For some roles a relevant degree may be required. • Understanding of relevant contextual legislation, processes and procedures relating to the service. • Ability to provide advice to members of the public and colleagues on specialist areas relevant to the role. • Good knowledge of basic IT software packages. • Sound knowledge of how to provide excellent customer care. • Effective written and oral communication and interpersonal skills able to build relationships with a range of stakeholders. • Problem solving skills or ability to undertake process or practice improvement with minimal support. • Ability to supervise others and work effectively as part of a team. • Ability to manage discrete projects or implement service improvements.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Recognised teaching qualification and appropriate level 3 subject specialisation and relevant experience</p> <p>A track record of high quality teaching and learning (Grade 2 or better when observed for teaching, learning and assessment in their sessions)</p> <p>A flexible approach to working patterns and practices.</p> <p>An ability to use IT confidently.</p>
<p>Role Summary</p>	<p>Roles at this level provide a practical front line support service in a specialist area working as necessary with volunteers, community, professional groups and local organisations to ensure provision of a service. They may supervise a team and manage delivery in their own service area or hold knowledge used to provide a specialist service to the public with in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element, mainly in terms of planning own time, planning and prioritising for the weeks ahead. Although most work will follow established patterns, initiative is needed to resolve problems and queries based on experience and judgement, mainly without reference to others, but with access to clear guidance.</p>

<p>Reference Number</p>	<p>BM-2017-413</p>
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