

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	7T	Role Title	Adult Learning Tutor: Non Accredited Programme
Grade	ALS	Reports to (role title)	Curriculum Manager
		Directorate / School	Children, Families & Lifelong Learning
JE Band	228-268	Service / Department	Education
		Team	Surrey Adult Learning
		Date Role Profile was created	Mar-18

## 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	To plan and deliver high quality learning course(s) for adults in subject areas they have specialist knowledge of as part of the annual course programme.
Work Context	<p>Surrey Adult Learning (SAL) has seven dedicated centres in Surrey. In addition, it also hires or works from approximately 100 further venues each year. Teaching may be in one of the Service's centres or in other locations such as village halls and community centres. SAL 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"> <li>1. Curriculum, who look at curriculum planning and delivery, quality improvement, the provision of an extensive course offer and the management of teaching staff and volunteers employed in the Service</li> <li>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</li> <li>3. Information, Technology and Funding Team, who look after the Management Information System and the provision of technology associated with Learning</li> <li>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.</li> </ol> <p>Within the Curriculum Team, Surrey Adult Learning employs up to 500 part-time tutors each year to deliver its learning programme for adults.</p> <p>Surrey Adult Learning, along with its tutors, are subject to monitoring at inspection by Ofsted, which has rigorous standards in assessing the quality of teaching delivery. Failure to achieve and maintain those standards will result in the removal of the Government subsidy that allows adult learning to be provided.</p> <p>In order to support tutors and to provide them with the necessary operational framework to deliver high quality teaching and learning, the Service has developed a detailed Handbook for Teaching and Training Staff. This includes the Tutor Performance and Development Review Process.</p> <p>Whilst tutors are part of the curriculum team and will receive support from curriculum managers, they do have to work largely independently in the classroom with learners and occasionally with support staff.</p> <p>Adult Learning Tutors - Non Accredited Programme, report to curriculum managers and work within the defined subject area to ensure that teaching, learning and assessment is subject to continuous improvement against the rigorous standards set by Ofsted. They are required to travel and work at centres/venues as agreed and demonstrate commitment to continuous professional development.</p> <p>SAL is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Support delivery &amp; Service Development</p> <ul style="list-style-type: none"> <li>• Develop learners' confidence and self-esteem and where appropriate, facilitate the integration of learners with additional needs, learning difficulty or disability.</li> <li>• Provide pre and post course information and advice to enable learners to enrol with confidence knowing that the course will be appropriate for their needs.</li> <li>• If allocated, direct, train and advise course learning assistants, models and volunteers to ensure that learners gain maximum benefit from the team approach to learning.</li> <li>• Actively promote the service to the local community to ensure a viable service.</li> <li>• Promote continuing tuition to ensure learner achievement.</li> <li>• Monitor procedures in order to maintain standards.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan and prioritise own work activities for the weeks ahead. Respond effectively to changing demands, adjusting priorities as needed.</li> <li>• Plan and design structured tuition using curriculum guidelines and contribute to curriculum development.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Respond to and resolve enquiries and problems, judging when to pass on complex issues or involve others.</li> <li>• Report any concerns, problems or incidents, e.g. safeguarding, behaviour, health and safety in accordance with relevant reporting procedures.</li> <li>• Communicate and liaise with learners, colleagues and/or external contacts, representing the team/service as required.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Evaluate the quality of the teaching and learning experience in order to maintain standards.</li> <li>• Complete and maintain all required paperwork necessary for the programme and to meet any external awarding body requirements.</li> <li>• Mark any formally assessed work and evidence all assessment carried out.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p>

	<p>Health, Safety &amp; Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required., Adherence to safe working under the health and safety policy is required.</p> <p>The Core National Standards for Supporting Teaching &amp; Learning: To understand and carry out role in line with agreed standards, expectations &amp; qualifications.</p> <p>Contribute to and influence children/adult learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant teaching area including, where appropriate, relevant practical skills and relevant teaching qualifications at Level 3 or 4.</li> <li>• For some roles a degree may be required or equivalent professional qualification or significant experience in subject in which teaching is to be undertaken.</li> <li>• Knowledge of current teaching methods, including functional skills associated with course subject.</li> <li>• Demonstrable quality adult/children teaching skills, including ability to assess individual needs and development.</li> <li>• Proven knowledge of assessment techniques suitable for non-accredited programmes (for some roles).</li> <li>• Good written and oral communication skills with the ability to build sound relationships with learners.</li> <li>• Ability to work as part of a team.</li> <li>• Sound administrative skills, including record keeping.</li> <li>• Good organisational skills.</li> <li>• Competence in a range of IT tools.</li> <li>• Experience of working in education/training sector.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>• Professional qualification in subject in which teaching is to be undertaken.</li> <li>• Experience of teaching adults.</li> <li>• Recognised teaching qualification: C &amp; G 7303 – Preparing to Teach in the Lifelong Learning Sector (PTLLS) or Level 3 Award in Education and Training/Level 4 Certificate in Education and Training (QCF).</li> </ul>
<b>Role Summary</b>	<p>Roles at this level teach individuals, class or small groups. They will plan learning activities and set individual learning objectives. They will assess work and record accreditations and/or progress monitoring.</p>
<b>Reference Number</b>	BM-2018-279