



# HILLINGDON

LONDON

## Job Profile

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<b>JOB TITLE:</b>	Sessional Tutor
<b>GRADE:</b>	LBH Sessional Tutor Pay Scale
<b>POST NO:</b>	Various
<b>JOB TIER:</b>	5 (non-management)
<b>DBS CHECK:</b>	Enhanced
<b>GROUP:</b>	Residents Services
<b>SERVICE:</b>	Adult & Community Learning

### REPORTING STRUCTURE

<b>Reports to:</b>	Curriculum and Quality Manager or Programme Area Leader
<b>Direct Reports:</b>	Nil
<b>Indirect Reports:</b>	Nil

### ROLE PURPOSE:

To undertake teaching and related duties in line with Skills Funding Agency and Ofsted requirements, in particular the Service's Quality Assurance Framework, at varying locations within the London Borough of Hillingdon.



# A. Job Description

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## 1. Resident & Community Contribution

- To undertake teaching and related duties in line with Skills Funding Agency and Ofsted requirements, in particular the Service's Quality Assurance Framework, at varying locations within the London Borough of Hillingdon.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

## 2. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees.

## 3. Operational Service Delivery

- To plan, deliver, assess and monitor relevant high quality learning activities within an agreed programme, which enable learners to achieve their proposed learning outcomes.
- To show a commitment to and apply the Services safeguarding policy and practices at all times.
- In line with National standards, prepare relevant and effective formative and summative assessments and assignments in order to continually assess learners, enabling them to track their progress and achievements.

## 4. Service Planning & Development

- To plan and develop learning programmes, with your curriculum manager, which enable individual learners to achieve their aspirations in a safe and supportive environment.
- To keep up-to-date with subject specific information and changes and awarding body syllabus requirements and accreditation expectations for the subjects delivered.
- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

## **5. Financial & Resource Management**

- To deliver programmes which enable learners to gain relevant qualifications, meeting SFA minimum levels of performance (in relation to Success Rates) and therefore contribute to national and locally agreed targets.
- To maintain the necessary administration e.g. course information, registers and underpinning teaching documentation i.e. schemes of work, lesson plans, Individual Learning Plans, records of assessments and learners progress, records of learners work, accreditation documentation in line with service quality standards and the requirements of your Specific Purpose Contract.
- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.

## **6. Service Improvement**

- Complete the required CPD for continued professional membership in line with professional sector standards.
- Through a Professional Development Plan (PDP), keep up to date in the subject area, and maintain relevant professional qualifications.
- To attend Curriculum meetings at agreed times and share good practice.
- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

## **7. Contacts**

- To provide high quality learning experiences for all learners.
- To work collaboratively with other tutors of the HACL team, colleagues in the local authority and partners in the community.

## **8. Additional Responsibilities**

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- To show a commitment to and apply the Services safeguarding policy and practices at all times
- Carry out any other duties which may be required by the Head of Adult & Community Learning in accordance with the needs of the service and which are commensurate with the general level of the post.

## **9. Key Performance Indicators**

- To assist in developing, implementing and maintaining quality and performance standards for the service.
- Carry out all work in accordance with agreed HAE procedures and standards.
- This Job description will be subject to regular review and the service reserves the right to amend or add duties commensurate with the grade of the post.
- To ensure the Borough's vision, values and strategic objectives are reflected in the work of the service.
- To adhere to and fully implement the principles and responsibilities of the Equality and Diversity Policy, in all aspects and duties of the role.

## B. Person Specification

### Sessional Tutor

This person specification will be used for recruitment to the Sessional Tutor vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Appropriate teaching qualification or to be achieved within one year		✓
Appropriate subject specific qualification	✓	
Basic IT skills including word processing and PowerPoint	✓	
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Ability to work evening as required	✓	
Current clean driving licence or equivalent		✓
Use of vehicle for work purposes		✓
<b>3. EXPERIENCE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Previous experience of working with a wide range of service users.		✓
<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
To have a sound knowledge of specialist subject and a relevant qualification	✓	
Demonstrate ability to organise workload and prioritise administration requirements	✓	
Demonstrate ability to develop, implement service standards	✓	



5. COMPETENCIES	ESSENTIAL	DESIRABLE
<p><b>“Can do” positive attitude</b>            Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.</p>	✓	
<p><b>Takes responsibility and delivers results</b>            Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.</p>	✓	
<p><b>Team working</b>            Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring.</p>	✓	
<p><b>Communication</b>            Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.</p>	✓	
<p><b>Customer Care</b>            Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.</p>	✓	
<p><b>Takes ownership of personal development</b>            Takes action to develop own and others’ capability and knowledge by promoting and supporting developmental opportunities to improve performance.</p>	✓	