



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Tutor Coordinator
GRADE:	FET13 pt 3-11
POST NO:	post specific
JOB TIER:	5 (non-management)
DBS CHECK:	Enhanced
GROUP:	Residents Services
SERVICE:	Adult & Community Learning

REPORTING STRUCTURE

Reports to:	Quality Manager/Programme Area Leader for designated area/s
Direct Reports:	none
Indirect Reports:	Sessional Tutors / Learning Support Assistants

ROLE PURPOSE:

To lead on development and delivery of high quality curriculum provision within a designated area of responsibility, ensuring that high quality standards are applied throughout, and meeting expected success rates.

A. Job Description

1. People Management

- Work independently and within a team to ensure that learners are receiving consistently high standards of teaching, learning and assessment.
- Support sessional staff to deliver their courses and assist with the continuing development of quality and course provision
- Mentor sessional staff and other colleagues utilising excellent communication skills and encouraging the use of technology in teaching, learning and assessment.

2. Resident & Community Contribution

- Build relationships with partner organisations for the benefit of learners, representing the service in an appropriate and professional manner.
- Support learners to achieve and ensure that their voice is heard within your curriculum area/s and the wider team.
- Encourage and engage new and existing learners in learning and support participants to succeed.
- Work with colleagues to organise and run events to promote various aspects of the service.

3. Operational Service Delivery

- Work on your own initiative to co-ordinate teaching, learning and assessment within a specific area of the provision, ensuring high quality learning experiences by appropriately qualified staff.
- Carry out the roles and responsibilities of a tutor/assessor in your own right for an average of 14 hours per week across the academic year.
- Develop a sound resource base for your subject area, or any new areas assigned to you, acquiring and designing good quality relevant resources and supporting colleagues and learners to use them effectively.
- Create systems by which to monitor records kept by staff to ensure quality and compliance with awarding body requirements and service standards, ensuring results are available within deadlines.
- Liaise with internal and external partners to extend opportunities for learners.

4. Service Planning & Development

- Develop and implement a range of accredited learning programmes within your area, as required, in line with the overall curriculum plan.
- Support the relevant Programme Area Leader/s, or other colleagues, with information to inform planning decisions in line with funding and quality requirements.

- Maintain deep and current knowledge of SFA and MIS requirements, making links with national and local developments.
- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.
- Undertake projects as directed by your manager.

5. Financial & Resource Management

- Ensure accurate record keeping and maintain liaison with colleagues in order to ensure SFA funding is maximised.
- Manage resources effectively, demonstrating value for money practices and identify any cost effective changes to own way of working.

6. Continuous Improvement

- Take an active role in creating and delivering an appropriate CPD plan for the service.
- Contribute to observations of teaching, learning and assessment of sessional or other staff where appropriate.
- Keep up to date with Information and Learning Technology developments and promote and support the use of approved systems to colleagues.
- Monitor your own CPD needs and liaise with your line manager to pursue these.
- Identify improvements to current ways of working and share creative solutions with colleagues in order to deliver a more efficient and effective service for customers

7. Contacts

- Learners and potential learners.
- Sessional and established staff.
- Partners.
- Representatives from exam boards.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- From time to time, you will be required to act as an exam invigilator and will be given appropriate training.
- Cover for other curriculum staff within HAE as required, including providing cover in other teams when required.
- Carry out all work in accordance with agreed HAE procedures and standards.
- To show a commitment to and apply the Services safeguarding policy and practices at all times

9. KEY PERFORMANCE INDICATORS

- Delivery of PADA objectives.
- In line with service and teams plans.

B. Person Specification

Tutor Coordinator

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

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
Appropriate teaching qualification and track record of CPD	✓	
Appropriate vocational subject specific qualification (i.e. English/maths for Open Learning; Floristry for vocational assessor; H&SC for LDD)	✓	
Member of relevant professional body.	✓	
Good all round standard of education including good communication skills	✓	
Recent relevant training in specialist subject area		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to carry out a normal (or pro rata) day's work at varying locations within the Borough of Hillingdon	✓	
Ability to work at least two evening per week, and occasionally at week-ends.	✓	
Ability to be flexible in terms of hours of attendance to meet the changing needs of the Service	✓	
Driving licence/Use of own vehicle* (*essential for Assessor role)		✓
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Successful teaching/assessment experience in the field of Adult Learning in subjects relevant to the designated curriculum area(s).	✓	
Good track record of working to deadlines and ensuring high quality of learning opportunities and qualifications for which you have been responsible.	✓	
Good track record of efficiency and reliability	✓	
Experience of providing high quality educational and specialist subject information and advice to learners and staff.		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Thorough up-to-date knowledge of current issues in specialist area nationally, particularly as they apply to designated curriculum area(s) and adult learning	✓	
Knowledge of current issues in adult learning and how they apply to subject area		✓

Excellent interpersonal skills	✓	
Knowledge of Ofsted requirements	✓	
Proven ability to work as a member of a team and independently	✓	
Proven commitment to providing learning opportunities of the highest quality	✓	
Commitment to safeguarding and to Equal Opportunities	✓	
Able to quickly learn and operate new ICT systems	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working 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.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	