



Job description	
Job title	Casual Adult Education Tutor
Grade	Pay Band H / SCP 23
Directorate	DCFS
Section/team	Knowsley Family And Community Education (Knowsley FACE)
Accountable to	Identified Knowsley FACE Community Education Officer
Responsible for	Adult Education Learners
Date reviewed	January 2017

Purpose of the Job

To be responsible for the planning, delivery, assessment and evaluation of taught adult education courses.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To work as part of the Family And Community Education Service delivering learning to adults.
2. Prepare learning programmes including producing and submitting schemes of work and course outlines for all courses. Schemes of work should reflect a range of teaching/assessing and learning methods appropriate to the needs of learners and the requirements of the course
3. Maintain a course file of all required course documentation
4. Maintain quality records in line with Common Inspection Framework requirements by implementing all quality assurance procedures as laid down in the Service's Quality Standards Framework
5. Complete a register of attendance as per required procedure as these documents are auditable
6. Carry out learner enrolment procedures (where applicable) and learner induction. Adopt an information and/or advice guidance role at main enrolment weeks and at appropriate times throughout a course. Issue all learners with a Learner Handbook.
7. Relay information to learners in relation to fees, payment methods, enrolments, support as instructed
8. Adopt a learner-centred approach throughout all aspects of teaching/assessing



9. Promote and safeguard the welfare of all learners including embedding British Values and promotion of the Prevent Duty in all aspects of teaching and learning
10. Recognise prior skills and experiences of learners and account for these in the learning process
11. Attend regular tutor training and curriculum development events aimed at improving overall standards of teaching, learning and assessment including 3 service directed mandatory events (Autumn, Spring & Summer term)
12. Undergo observations of teaching, learning and assessment as planned as a minimum at least once per academic year
13. Notify the service of all cases of illness and other causes of absence providing as much notice as possible to ensure quality of service
14. Ensure sufficient notice is provided to required personnel in respect of copying or borrowing equipment to support teaching, assessment and learning
15. To uphold equal opportunities in employment and promote equality and diversity in the classroom
16. To undertake any other duties and responsibilities commensurate with the grading of the post
17. Comply with all teaching, learning and assessment policies and follow the Service Quality Standards Framework

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Comply with Copyright Licensing Agency (CLA) guidelines in respect of using resources in teaching, learning and assessment
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.



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- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.