

## Job Description

<b>Job Title</b>	Adult Tutor - IT/EDS (Essential Digital Skills)
<b>Grade</b>	Band G
<b>Reporting To</b>	Curriculum Leader
<b>JD Ref</b>	-

### Purpose

To deliver high quality teaching and learning and assessment in the IT and Essential Digital Skills curriculum across a variety of community settings.

The adult tutor will deliver quality adult learning programmes that are flexible and tailored to meet individual learners and groups, in line with Wirral Lifelong Learning Service strategic priorities and objectives.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- To take an active role in the enrolment and induction of new learners and provide initial advice, guidance, and assessment for learners.

#### Communication, Engagement and Training:

- To teach a range of courses for adults in a variety of venues, providing high quality learning opportunities and experiences.
- To plan and deliver, high quality, appropriate and relevant learning activities.
- To participate in course development including design of learning programmes, to develop appropriate learning materials and resources and contribute to the setting up of a suitable learning environment for adults.
- To contribute to the marketing of courses and learner engagement and recruitment.
- To consult with all other appropriate staff for the running, planning and delivery of courses.
- To act as a mentor for a designated tutor, if appropriate.

#### Data Analysis and Decision-Making:

- To ensure individual learner needs are identified and met, which includes undertaking: initial assessment, functional skills screening, individual action planning and setting challenging learning targets for all learners.
- To undertake formative and summative assessments and record learner progress and achievement

- Monitor, track, record and provide timely reports on learner retention and achievement.

### **Performance Management:**

- Organise learner portfolios and work for RARPA, and accredited courses, and ensure accurate records of learner progress towards individual learning outcomes are kept.
- Contribute to quality assurance functions including review and evaluation of teaching and learning and internal moderation.
- To take part in professional development activities and attend a minimum of one moderation/development meeting per term.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Keep an up-to-date course file, including lesson plans, schemes of work and records of learners' progress, using required paperwork.
- Consistently comply with use of online registers completed after each lesson.
- To comply with and support the implementation of service quality assurance standards, systems, and procedures. Including observation of teaching, learning and assessment (OTLA).
- To keep up to date with the current policies and practices of the Lifelong Learning Service.
- Keep up to date with subject and external specifications, as appropriate.
- Support policy and practice regarding equal opportunities for all and health and safety requirements, ensuring that safeguarding policy and practices are applied at all times.

### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- Relevant subject qualification at Level 3 or higher
- Appropriate adult teaching qualification E.G. PGCE, Cert Ed, PTLLS, Level 3 Teach & Learning
- Level 2 or equivalent in English or Maths or working towards

#### *Desirable*

- Degree or equivalent
- Additional relevant qualifications
- Evidence of continuing professional development in the last eighteen months
- Current relevant Safeguarding and Prevent training

### **Knowledge & Skills**

- Demonstrable ability to teach adults on relevant programmes, using a range of approaches and methods
- Knowledge of initial, ongoing, and summative assessment and assessment for learning



**ACCOUNTABLE**



**AMBITIOUS**



**RESIDENT  
FOCUSED**



**PROFESSIONAL**

- Understanding of the needs of adult learners and the barriers they may face
- Able to meet differentiated planning needs of adult learners, including roll on/off provision
- Ability to implement RARPA successfully on non-accredited courses

*Desirable*

- Demonstrate how to overcome barriers that may face adults who wish to return to learning
- Knowledge of relevant awarding body requirements.
- Experience of contributing to a Self-Assessment Review of a pathway area.
- Ability to assist in curriculum evaluation and development
- Can demonstrate effective use of learner support to meet learners' individual needs
- Experience of the effective use of Initial Assessment for IT/EDS
- Experience of embedding employability skills and the use of IAG (Information, Advice and Guidance) to enable learners to progress

**Experience**

- Experience of teaching adult learners in community settings.
- Comprehensive understanding of teaching and learning and assessment methods and styles.
- Experience of delivering innovative/high quality teaching and learning resources.
- Recent and substantial experience of working with long term unemployed and key target learners at a range of levels from entry to L2
- Recent production of learning materials and resources - examples required

*Desirable*

- Experience of implementing Quality Assurance/Improvement systems
- Experience of successfully using a range of relevant accreditation



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## Additional Information

### NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

### Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

**Approved By: Head of Service**

**Date Of Approval: 01.07.2026**



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