

JOB DESCRIPTION – ADULT VOCATIONAL AND COMMUNITY LEARNING TUTORS - SESSIONAL POSTS

Summary

The post involves planning and delivering the post-holder's specialist subject(s) to groups of adult learners who have chosen to take part in an adult learning course for interest, enjoyment or personal development. CLIP is keen to widen participation in learning and therefore we aim to offer high quality courses which are welcoming, engaging and challenging.

Context

These posts have arisen to deliver courses on a variety of programmes including Adult Community Learning, Adult Skills and Skills Support for the Unemployed. Vacancies exist in Gainsborough, Market Rasen and Mablethorpe.

The post-holder will:

1. produce a scheme of work and lesson plans for the delivery of a relevant specialism;
2. produce curriculum materials, as appropriate, for the delivery of the programme;
3. deliver training sessions and provide support for learners;
4. monitor and record the progress of learners towards their goals (or accreditation, if applicable);
5. assess students work and provide feedback on an on-going basis and at the end of the course;

6. advise the programme coordinator about resource needs;
7. complete registers, progress reports, evaluation forms and any other records as required by the programme;
8. liaise with the programme coordinator on any issues that arise relating to the successful running of the course;
9. ensure that health, safety and security is maintained at ALL times;
10. comply with the principles and policies of CLIP in Health and Safety, Safeguarding, Quality and Equal Opportunities. Undertake mandatory training as required from time to time (payment will be provided when this is necessary to deliver the courses).

Person Specification

	Essential (E) Desirable (D)
Suitable skills, qualification and experience in the specialism offered	E
Ability to relate to adults who may have experienced problems with school or learning in the past	E
Teaching experience	D
Teaching qualification	D
If no teaching qualification, willingness to achieve	E
Experience in assessment, marking and giving feedback to learners	D
Organisational skills – especially the ability to plan lessons and monitor progress	E
Basic administrative skills – recognising the importance of the completion of registers, monitoring reports, completion of evaluations	E

Commitment to the goal of CLIP – to widen participation in learning especially in rural and coastal areas of Lincolnshire	E
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Further details

We offer part-time, sessional work to deliver adult community and vocational courses which are variable in length, depending on the subject.

Courses normally run in Gainsborough, Market Rasen and Mablethorpe (but not necessarily every subject in every area). We are keen to work with people who wish to tutor in one or more locations.

Pay is as follows:

£20.50 per hour for non-accredited courses

£22.55 per hour for accredited courses.

Preparation, assessment and travel time are included in the hourly contact rate. 7.49% of the hourly rate is holiday pay, based on statutory requirements.

If we require you to attend a meeting (individual or group after you have started teaching for us) or necessary training, this will be paid at £10 per hour (excluding travel time). Attendance at occasional meetings and training are an integral part of working with CLIP to keep informed and to support high quality delivery.

Sessional tutors make a monthly claim (on a claim form) and this will be paid by the last working day of the month.

March 2019