



## **CARMEL RC COLLEGE**

### **JOB DESCRIPTION**

**POST TITLE :** Adult & Community Education Tutor

**GRADE :** £20 per hour

**REPORTING RELATIONSHIP** The post holder will report to the Community Business Manager

**JOB PURPOSE :** To deliver & promote adult & community education courses through Carmel RC College in specialist areas

**NAME**

### **MAIN DUTIES/RESPONSIBILITIES**

1. To deliver quality learning programmes (in the subject area).
2. To support the Community Business Manager to further develop learning programmes.
3. To produce appropriate, adequate and timely documentation relating to each and all programmes delivered, and to the individual learners.
4. To promote opportunities for learners including availability of Information, Advice and Guidance, progression routes.
5. To ensure learner safety, including confirmation of arrangements and provision for First Aid treatment, building Access and Egress and Emergency procedures.
6. To ensure that Equality and Diversity is promoted throughout the provision, including recruitment, teaching and learning, publicity and access.
7. The post holder must carry out his/her duties with full regard to the College's Equal Opportunities and Racial Equality Policies in the terms of employment and service

delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

8. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
9. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL COLLEGE POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE COLLEGE.*

Carmel RC College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Date : January 2010

**CARMEL RC COLLEGE**

**PERSON SPECIFICATION – ADULT & COMMUNITY EDUCATION TUTOR**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>				D1	Minimum Level 3 Qualification in curriculum area	AF, C
				D2	Adult Education Teaching Qualification e.g. C&G 730 series	AF, C
				D3	4 GCSEs (or equivalent) including English & Maths	AF, C
				D4	CLAIT or equivalent	AF, C
				D5	A good standard of education to at least GCSE (or equivalent)	AF,C
<b>Experience &amp; Knowledge</b>	E1	Thorough knowledge of subject area	AF, I, P	D6	Minimum of 2 years experience within the subject area	AF, R, P
	E2	Experience of working with a wide range of people	AF, I	D7	Experience of teaching adult learners	AF, R
				D8	Experience of teaching within Community settings.	AF, R

<b>Skills</b>	E3	Ability to communicate effectively	I,R			
	E4	Ability to work with limited supervision	R, AF			
	E5	Ability to manage own workload	R, AF			
	E6	Ability to produce accurate and timely documentation	R, AF			
<b>Personal Attributes</b>	E7	Excellent timekeeping	R, I			
	E8	Reliable	R			
<b>Special Requirements</b>	E9	Able to make own transport arrangements to deliver programmes	AF, I			
	E10	Suitability to work with learners of any age group.	D, R			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
P	Portfolio
D	Disclosure
I	Interview
R	References