



## Adult Learning Tutor

|                        |                             |
|------------------------|-----------------------------|
| <b>Department</b>      | Communities and Environment |
| <b>Service</b>         | Adult Learning              |
| <b>Grade</b>           | H                           |
| <b>Reports to</b>      | Curriculum Manager          |
| <b>Responsible for</b> |                             |
| <b>Job reference</b>   |                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Under the direction of the Curriculum Manager</p> <ul style="list-style-type: none"> <li>• Deliver a programme of learning including planning, teaching, learner support and assessment, in line with service requirements.</li> <li>• Work with qualified tutors to learn and deliver quality assurance activities and advanced teaching skills, to gain a level 4 Internal Quality Assurance qualification and provide a professional learning experience</li> <li>• Actively support the learner recruitment processes and the personal development of learners beyond the purely academic, giving them the skills and knowledge they need to flourish in our society.</li> </ul> |
| <b>Context</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Norfolk County Council's Adult Learning service changes the lives of adult learners in Norfolk through the delivery of inspirational learning (qualifications, apprenticeships, and non-accredited learning programmes) with exceptional support.</p> <p>Our tutors deliver a wide range of learning programmes, throughout the year, to learners and apprentices across a variety of locations throughout Norfolk and online.</p>                                                                                                                                                                                                                                                   |

|                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accountabilities</b>                                                                                                                                                                                                                                                                                                                                   |
| Undertake teaching, assessment and associated duties across Norfolk using a variety of differentiated teaching, learning and assessment methods and approaches to ensure the needs of individual learners are met.                                                                                                                                        |
| Prepare and plan the implementation of teaching, learning and assessment through highly effective course design, session plans and teaching resources (including the use of digital resources) and submit examples, as required.                                                                                                                          |
| Provide accurate information and advice to learners about, for example, course content, fees, support and progression and where appropriate, support the enrolment process of learners (for example apprenticeship sign-ups, where required) to ensure records are accurate, compliant and processed in a timely way.                                     |
| Conduct initial assessment with all learners to assess their needs and set stretching, challenging and SMART individual targets, continuously maintaining accurate records of their progress through Individual Learning Plans (ILP) that inform the <b>intent</b> and planning of <b>implementation</b> , enabling each learner to progress and achieve. |

|                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ensure learning support needs are communicated to the Learner Services Team and are in place in a timely manner, and that highly effective communication and planning takes place with the Learning Support Practitioners.                                                                                                                                                                                                    |
| Provide regular and comprehensive verbal and written feedback to individual learners that monitors the <b>impact</b> of learning, improves the standard of their work, stretches and challenges them and ensures that they are aware of the progress they are making and what they need to do to progress further.                                                                                                            |
| Maintain and submit accurate and complete course registers, paperwork and reports to meet deadlines, as required and manage learner punctuality and attendance in a timely manner providing support to learners that will improve their attendance and enable them to achieve their outcomes. Recognise and record the <b>impact</b> of learning, progress, achievement and learner destinations, as required by the service. |
| Undertake any other similar duties of this level as required by the Curriculum Manager, Assistant Head of Service and/or the Head of Service.                                                                                                                                                                                                                                                                                 |

## Person specification

| <b>Skills and abilities:</b>                                                                                                                                                | <b>Essential<br/>(✓)</b> | <b>Desirable<br/>(✓)</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Excellent communication, presentation and influencing skills.                                                                                                               | ✓                        |                          |
| Take pride in enabling learners to successfully achieve and progress.                                                                                                       | ✓                        |                          |
| Actively contribute to, and be part of, a high performing team.                                                                                                             | ✓                        |                          |
| Excellent organisational skills, taking pride in completing tasks effectively, accurately and on time.                                                                      | ✓                        |                          |
| Committed to excellent record keeping, working within the confines of the service, awarding organisation and funding body requirements.                                     | ✓                        |                          |
| Committed to continuous self-improvement through CPD and training.                                                                                                          | ✓                        |                          |
| <b>Knowledge/Experience</b>                                                                                                                                                 | <b>Essential<br/>(✓)</b> | <b>Desirable<br/>(✓)</b> |
| Experience of delivering training, mentoring, coaching in an area of expertise                                                                                              |                          | ✓                        |
| Knowledge and experience of delivering, good quality teaching, learning and assessment in-line with Adult Learning expectations and Ofsted's Education Inspection Framework |                          | ✓                        |
| Excellent subject knowledge.                                                                                                                                                | ✓                        |                          |
| Knowledge and understanding of the learning process, including how to stretch and challenge learners.                                                                       |                          | ✓                        |

|                                                                                                                                                                                               |                          |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|
| Good understanding of the importance of promoting equality and diversity, British values and Prevent and knowledge of how to implement Safeguarding procedures in an educational environment. |                          | ✓                         |
| Able to effectively assess a learner's needs and starting point and plan an appropriate programme of learning for each individual learner.                                                    |                          | ✓                         |
| Able to create highly effective Individualised Learning Plans (ILP) incorporating SMART objectives.                                                                                           |                          | ✓                         |
| Able to give effective feedback to progress learning.                                                                                                                                         | ✓                        |                           |
| Current knowledge and experience of the application of awarding organisation requirements.                                                                                                    |                          | ✓                         |
| <b>Qualifications</b>                                                                                                                                                                         | <b>Mandatory<br/>(✓)</b> | <b>Indicative<br/>(✓)</b> |
| A minimum of a level 3 Award in Education and Training                                                                                                                                        | ✓                        |                           |
| A commitment to work toward, and successfully achieve, a level 4 Certificate of Education and Training (or equivalent) within 18 months of appointment.                                       | ✓                        |                           |
| Where relevant, appropriate academic attainment in line with awarding organisation's requirements or demonstrable experience and knowledge of subject area.                                   | ✓                        |                           |
| A Level 3 Certificate in Assessing Vocational Achievement (or equivalent) or be working towards (must have completed within 6 months of commencing where assessing competence).               |                          | ✓                         |
| Level 2 English and Maths qualifications.                                                                                                                                                     | ✓                        |                           |
| A proven and current involvement in on-going professional development.                                                                                                                        | ✓                        |                           |
| <b>All mandatory requirements for this role must be achieved within six months of appointment unless otherwise stated.</b>                                                                    |                          |                           |

|                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Council's values</b> <ul style="list-style-type: none"> <li>• Accountable – We are honest and accountable.</li> <li>• Inclusive – We champion inclusivity and equity.</li> <li>• Ambitious - We want a better future for Norfolk.</li> <li>• Trusted – We build and maintain trust.</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Job Information</b> (special factors or constraints and physical requirements or environmental conditions that the job holder will encounter, including how long they last and how often they occur) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Must be able and willing to travel to different locations across Norfolk to meet the needs of our learners.
- Often working alone in a range of venues and areas.
- If employed on a term time only basis, tutors may not take leave during the academic calendar unless in exceptional circumstances.
- Required to carry/transport teaching equipment & resources as required. Tutors should ask their line manager to arrange support if they have a specific support need.
- Must achieve a minimum level 4 Certificate of Education and Training or equivalent within 18 months of appointment.

### **General Information**

- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council and Departmental policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders may be required to work with vulnerable adults, young people and children, and will be subject to periodic enhanced Disclosure and Barring Service (DBS) checks to ensure continued suitability for the role.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Last reviewed on: 20 December 2022  
 Approved By: Director for People  
 Version number: 160