

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**TUTOR (ACCREDITED LEVEL 5+ TEACHING QUALIFICATION OR EQUIVALENT)**

**OVERVIEW OF THE ROLE**

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

**We are excited about our future and are seeking someone to share and develop our vision for adult learning.**

**ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER**

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:  
Interviews will be held:**

Pat Carrington  
Head of Service /Principal  
April 2011

**Peterborough Adult Learning Service  
CITY COLLEGE PETERBOROUGH**

**JOB DESCRIPTION**

**LEA Division:** Peterborough Adult Learning Service/ City College Peterborough  
**Job Title:** Tutor (Accredited Level 5+ teaching qualification or equivalent)  
**Post No:**  
**Grade:** **Tutor & Assessor 25-30**

**Responsible to:**

**Responsible for:**

**JOB PURPOSE**

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 2 at Inspection.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment , induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Attend and contribute to team and cross-College meetings and events
10. Contribute to ensuring the safeguarding of children and adults
11. Contribute to ensuring the College's Equality and Diversity duty is met
12. Provide holiday and sickness cover if required
13. Work towards own agreed professional and personal development targets
14. Meet the minimum requirements of Continuing Professional Development (CPD)
15. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
16. Assist in maintaining a minimum Ofsted Grade 2

## **GENERAL DUTIES**

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

## **VARIATION CLAUSE**

This is a description of the post as it is constituted at the date shown. It is the practice of this Service / College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

## **FLEXIBILITY CLAUSE**

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

**Description prepared by:**

Senior Manager Curriculum

Date: January 2010

**Description authorized by:**

Pat Carrington  
(Head of Service / Principal)

Date: April 2011

**Peterborough Adult Learning Service  
CITY COLLEGE PETERBOROUGH**

**PERSON SPECIFICATION**

**LEA Division:** Peterborough Adult Learning Service / City College Peterborough  
**Job Title:** Tutor (Accredited Level 5+ teaching qualification or equivalent)  
**Post No:**  
**Grade:** **Tutor & Assessor 25-30**  
**Responsible to:**

**Responsible for:**  
**Completed by:**  
**Date:** January 2010

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>KNOWLEDGE</b>	Proven knowledge of: <ul style="list-style-type: none"> <li>• Issues and developments relating to the curriculum area</li> <li>• Post-14 Learning Sector</li> </ul>	Proven knowledge of: <ul style="list-style-type: none"> <li>• Ofsted Inspection Framework</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	Proven ability in: <ul style="list-style-type: none"> <li>• Teaching / training and curriculum development</li> <li>• Professional approach to work</li> <li>• Creative, innovative thought to identify and follow through opportunities</li> <li>• Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities</li> <li>• Patient and calm under pressure</li> <li>• Good team member, willing to help and support colleagues and share good practice</li> <li>• Self-starter – able to problem solve in innovative ways</li> <li>• Excellent organizational skills</li> </ul>	Proven ability in: <ul style="list-style-type: none"> <li>• Able to use Microsoft Office computer packages e.g. Word</li> <li>• E- learning</li> </ul>
<b>EXPERIENCE</b>	Proven experience in:	

	<ul style="list-style-type: none"> <li>• Working with the target client group</li> <li>• Minimum of two years' teaching / training experience</li> <li>• Successful record of meeting targets and deadlines</li> <li>• Successful record of working to a quality framework</li> </ul>	
<b>QUALIFICATIONS</b>	<p>Proven certification:</p> <ul style="list-style-type: none"> <li>• Minimum Level 2 Literacy and Numeracy or equivalent</li> <li>• Accredited Level 5+ teaching qualification or equivalent</li> <li>• Subject specialist qualification or working towards, if appropriate to the post</li> </ul>	
<b>EQUALITY AND DIVERSITY</b>	<p>Proven practice in:</p> <ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities</li> </ul>	
<b>SAFEGUARDING</b>	<p>Proven practice in:</p> <ul style="list-style-type: none"> <li>• Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults</li> </ul>	
<b>CUSTOMER CARE</b>	<p>Proven practice in:</p> <ul style="list-style-type: none"> <li>• the understanding and practice of effective customer (learner and staff) care</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Willing to participate in training for professional development</li> <li>• Adaptable and available to</li> </ul>	

	<p>work such hours as reasonably necessary for the performance of duties</p> <ul style="list-style-type: none"><li>• Live within easy travelling distance of the workplace</li></ul>	
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