**Job Description**



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| Job Title | Adult and Community Learning Tutor  | Directorate |   |
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| Post Number | DAC342 | Division | REGENERATION & ENTERPRISE |
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| Grade | Grade 7SCP 18-23 | Salary | £29,268 to £32,076 | Section | ADULT AND COMMUNITY LEARNING TEAM |
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| Reports To | Curriculum Leader |

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| * To deliver high quality teaching and learning to adults in community venues
* Plan, design and teach a range of courses including both accreditated and non accreditated provision
* Teach in a subject that engages learners and promotes high quality standards in the classroom or online
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| **Specific Accountabilities** |
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| * To plan develop and teach a subject specific learning programme for adults and or families
* Undertake an induction with learners for every course
* Provide a scheme of work and lesson plans for each class
* Prepare, teach and mark as required
* Undertake effective effective asssessments of learning and recording of learners achievement and progression
* Provide reports to make an effective contribution to the self – assessment process
* Provide learners with appropriate progression advice and IAG
* To teach for the number of hours specified in the contract
* Undertake professional development and training and attend curriculum and staff meetings as required
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| **Key Accountabilities*** Promote equality of opportunity, diversity, and community cohesion
* To actively promote Dudley’s commitment to Safeguarding and Prevent.
* Contribute to service and council objectives
* Observe the organisations code of conduct
* Participate in the MAR (my annual review)
* Be responsible for continuous professional development of his / her own skills and expertise
* Be flexible in their approach and undertake other duties as required to achieve the service objectives
* Represent the council in a professional manner at all time
* Comply with the councils’ financial regulations, health and safety legislation and data protection requirements
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| Special Conditions | This post is subject to an enhanced DBS checking process for adult and children’s workforce Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (for cars over 3 years old)  |
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| Car Allowance | Casual |
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| Prepared By(Section/Mgr) | Community Learning Curriculum Managers – August 2024  |
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| Review Date  | August 2024 |