**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 7  SCP 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 |