



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Adult Tutor
POST NUMBER	:	Y/TR/CE100
DEPARTMENT/DIRECTORATE	:	Learning and Skills
DIVISION/SECTION	:	Adult and Community Learning
LOCATION	:	Various
POST GRADE	:	JNC Professional Pt 14 (hourly paid)
RESPONSIBLE TO	:	Centre Manager
RESPONSIBLE FOR	:	Teaching Groups of Adult Learners
LIAISON	:	Liaison with Centre Managers, Accreditation Officer, Centre staff and partnership staff.
MAJOR PURPOSE OF POST	:	Facilitating and delivering specific teaching and learning programmes to groups of adult learners at various locations across the Vale of Glamorgan.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- Teach according to the needs of the learners enrolled, including the setting and marking of work where appropriate
- Evaluate and review students learning and complete evidence for accreditation where required.
- Respect the personal and social needs of learners and provide support where required to achieve learning aims

- Attend staff meetings as required
- Be present in the classroom or venue before the starting time of the class and vacate the premises within a reasonable time at the end of the class
- Plan and prepare all courses and lessons including preparing course outlines, lesson plans and other appropriate documentation when required
- Complete relevant course documentation such as End of Term reports and Tutor self-evaluations
- Ensure that registers are kept up to date and check that learners have enrolled and where necessary, paid for each term
- Liaise with admin staff to ensure that student data and EBS database is maintained accurately
- Participate in appropriate CPD continuous professional development as arranged by the Cardiff and Vale Community Learning Partnership.
- Communicate and consult with Centre managers, development officers or admin staff as required.
- Be responsible for stock and equipment used within the class and report any loss or damage to admin staff.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: