



Adult Learning Sessional Tutor/s (Part-Time)

£15.50 - £25.13 per hour

Rolling recruitment. Next Closing Date: Monday 16^h March 2020.

Interviews will take place the following week.

Paddock Community Trust delivers a range of community-based not-for-profit services in Kirklees including employment support initiatives, adult learning programmes, volunteering and well-being projects. We are seeking experienced tutors to deliver our OFSTED-inspected adult learning programme in Kirklees. Subject areas include IT, personal development and mentoring, English Language development and vocational subjects such as Customer Service. We welcome applications from those with expertise in other areas

Main Duties and responsibilities:

- To plan, prepare, deliver and evaluate courses(s) for learners to the agreed number of hours and weeks.
- To provide details Schemes of Work and Lesson Plans for each course before commencement and update/maintain them as part of the course files.
- To prepare appropriate lesson plans and learning materials for each session, to make them available for lesson observation visits and to maintain them as part of the course file.
- To give subject specialist information, advice and support to learners as part of teaching duties, including providing learners with advice on progression, volunteering and other opportunities.
- To mark, assess and provide feedback to learners. Completing Individual Learning Plans for participants. Prepare learners for accreditation if required.
- To complete the register accurately at the start of each session and use the register in the event of a fire or other emergency.
- To ensure that learners complete all of the relevant documentation at induction.
- To complete course evaluation forms and provide feedback to the training manager.
- To ensure that all equipment and facilities are used appropriately and safely.
- To ensure Safeguarding and Prevent are explained and points of referral highlighted during lessons.
- Promote British Values in delivery sessions.
- To assist with enrolment and recruitment procedures as appropriate.

- To ensure continuing professional/curriculum development and to participate in training where appropriate, keeping up to date with your own subject(s) as well as national and local developments in adult learning.

Requirements:

- Qualification in the subject specialism (to at least Level 4 equivalence) or an in-depth knowledge and substantial experience in the subject area.
- A teaching qualification appropriate for working in the Post 16 Sector and /or willingness to undergo further training.
- Experience of teaching/training or working with groups of adults in appropriate field.
- An understanding of the principles underpinning teaching adults, i.e. planning, delivery, assessment, feedback and the evaluation of learning.
- An awareness of different learning strategies and teaching methods suitable for teaching a diverse range of abilities.
- Effective oral and written communication, numeracy and interpersonal qualifications and skills to communicate effectively with staff and learners.
- Commitment to the policies and procedures applicable to the Trust.

All applicants will be subject to satisfactory references and all employees are checked against the Disclosure & Barring Service (DBS), the cost of which will be met by Paddock Community Trust.

Please note that this is a casual position for part time/hourly paid tutors therefore there is no guarantee of regular work and hours may vary.

For an informal discussion please contact Yvonne Gilbert on 01484 431400 or email yvonne@paddocktrust.org.uk

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