Role profile

Job Title:	Programme Lead Tutor
Department:	Adult Learning & Skills
Directorate:	Economy & Sustainability

Grade:	8
Post no.:	
Location:	Perceval House; peripatetic

Role reports to:	Curriculum Leader
Direct reports:	
Indirect reports:	

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To act as a **Programme Lead Tutor** for a specific subject/s, e.g. ESOL, functional skills, family learning, etc. and actively promote and monitor the delivery of outstanding teaching and learning.
- To lead on course and curriculum development and support the management team by contributing with up-to-date subject specific information.
- To lead by example through excellent teaching, learning and assessment practice and support tutors contributing to marked improvement within the subject area.
- To use data effectively to monitor learner's attendance and progress, ensuring they successfully achieve their qualifications/learning outcomes and that the Learn Ealing meets the required targets.
- To be responsible for the quality assurance of your teaching and of your learner outcomes and maintain accurate records to ensure quality and continuous improvement.

Key accountabilities

Teaching, learning and assessment:

- To deliver outstanding teaching and learning and evaluate a programme of courses as set out in the contract of employment to the agreed number of hours. FTE is 22 teaching hours per week within an academic year (with 0.5 hours preparation time per teaching hour).

- To provide detailed syllabus/course outline information and excellent scheme of work and lesson plans for each course before commencement and update/maintain them as part of the course documentation files.
- To assess own learners' work and to carry out internal quality assurance to meet the required high standards and expectations of awarding bodies and the Learn Ealing. Maintain appropriate records and aim to return assessed work within 7 days.
- To use data effectively to track learners' progress, including attendance and punctuality, to maintain high levels of retention and achievement ensuring learners achieve their qualification and/or learning outcomes and to support progression to higher level courses and/or employment.
- To keep learners' records as required by the Learn Ealing, including initial assessment records, individual learning plans, learners' progression and destination data and learners' feedback.
- To mark the paper and online register accurately at the start of each session and use the register in the event of a fire or other emergency.
- To monitor and evaluate courses and to provide feedback to the Curriculum Leader to contribute to the Learn Ealing's self-assessment process, review and implementation of Learn Ealing improvement plans.
- To participate in examination arrangements, including invigilation.
- To attend and contribute to all relevant team meetings, staff training sessions and moderation meetings.
- To assist with enrolment and recruitment procedures, as appropriate and offer advice on further learning and progression opportunities to students, as required.

Quality and staff development:

- To lead on disseminating subject specialist information and provide advice and support to learners as part of teaching duties, including providing learners with advice on progression, either within this Learn Ealing or at another establishment.
- To manage groups of learners and work closely with employers, Learn Ealing providers and other council services to ensure successful achievement of qualifications and learning outcomes.
- To coach, mentor and support tutors, trainee teachers and/or volunteers as appropriate and take part in peer-to-peer learning walks to ensure the quality of teaching and learning is of a high standard.
- 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.
- To contribute to the Learn Ealing's self-assessment process, review and implementation of Learn Ealing improvement plans and provide support in response to audit, examination and funding requirements.
- To support the Curriculum Leader in the successful operational management of the curriculum area and deputise at relevant meetings and/or training events.
- To market and promote courses and programmes to a range of stakeholders.
- To manage the learning environment and ensure that all equipment and facilities are used appropriately and safely.
- To support fully the Learn Ealing's policies, including Equality & Diversity, Safeguarding, PREVENT, Health & Safety, DDA, Quality Assurance, etc.

- To contribute to the Learn Ealing's events, marketing, promotions and customer standards whenever possible and providing feedback to the Learn Ealing.
- To work at any site across the borough including additional hours from time to time which may involve evening or weekend work, to ensure the efficient operation of the Learn Ealing and to meet all its stakeholders' needs.
- To comply with the Council's policies and procedures, including Health & Safety and Equality and Diversity, so that all students are treated with respect and dignity in an environment in which diversity of backgrounds and experience is valued and deal with any harassment or discrimination issues that arise.
- To carry out all other duties commensurate with the role and the changing nature of adult learning and local government, including covering colleagues' roles in times of need.
- To ensure the efficient operation of the service and in order to meet all of its stakeholders' needs, the post holder will be expected to work at any site across the borough including additional hours from time to time which may involve evening or weekend work.
- Leave requests to be submitted to your manager for authorization, during peak times leave will be awarded in exceptional circumstances only and in a case-by-case basis.

Key performance indicators

- Targets / Personal Objectives set in appraisal are met.
- Meeting Learn Ealing targets as specific in appraisals and personal development plans.
- Contributing to successful delivery of Learn Ealing objectives.
- Learners make good progress, achieve their qualifications and other positive learning outcomes.
- Contribute to the team ethos and performance standards.
- Feedback from learners is positive.
- All processes are implemented and followed through in a timely manner.

Key relationships (internal and external)

- Adult Learning Staff
- Learners
- Ofsted and Awarding Bodies
- Internal/External Assessors / moderators
- Employers
- Schools and Children centres
- Community organisations
- Council services
- Responsible for providing professional advice to colleagues and external partners.

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Candidates, please address the criteria marked with (**) only in your application. Please give examples of how you meet each of the criteria

Essential knowledge, skills and abilities

1. **Qualifications in the subject specialism (to at least Level 4 equivalence), or an in-depth knowledge and substantial experience in the subject area as specified in the job description
2. Teaching qualification* appropriate for working in Post 16 Sector, and/or willingness to undergo further training.
3. **Proven experience of teaching/training groups of adults in the specialist subject(s) with good or better achievement rates
4. **Comprehensive and up-to-date knowledge of the principles underpinning teaching adults, i.e. planning, delivery, assessment, evaluation of learning and understanding and experience of working with 'spiky profiles'
5. **Evidence of using data effectively to track learners' performance and to drive high achievements.
6. ** (ESOL and FS English and maths tutors) Comprehensive understanding and knowledge of the relevant Core Curricula and comprehensive understanding and experience of effective and impartial initial and diagnostic assessment of learners
7. **Experience of using different learning strategies and teaching methods suitable for teaching a diverse range of abilities.
8. **Evidence of planning, managing and implementing small-scale projects and delivering training/support to tutors resulting in improved teaching practice.
9. **Ability to manage personal workload and time, and to apply these skills throughout the service.
10. **Evidence of working with a diverse range of partners and services in a professional manner.
11. **Effective oral and written communication, numeracy and interpersonal qualifications & skills to communicate effectively with staff and learners alike (to at least Level 2 and/or willingness to acquire appropriate equivalent qualification).
12. A commitment and ability to comply with Equality & Diversity, Health & Safety policies, etc.

Essential qualification(s) and experience

1. Up-to-date qualifications in the subject specialism (to at least Level 4 equivalence), or an in-depth knowledge and substantial experience in the subject area as specified in the job description.
2. Full teaching qualification, e.g. DET, PGCE or equivalent
3. Level 2 or above in English, maths and ICT or equivalent unless these are your subjects, in which case the above applies.
4. Assessors' qualification or working towards.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards