

Job Description

Operational Duties:

Post Title:	Adult Education Tutor
Reporting to:	
Responsible for:	To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
Working time:	Hours/Days/Times by agreement - Casual
Place of Work:	Your principal place of work will be at Impington Village College
Remuneration	dependent on skills and experience
Disclosure Level:	Enhanced DBS with barred list check

Key Responsibilities

- To design and deliver effective subject related classes to adult learners.
- Provide instruction, motivation and feedback.
- Keep up to date with latest developments of subject
- To promote and support an inclusive environment
- Liaise with the Adult Learning Manager to ensure the course runs smoothly and efficiently.
- To develop and maintain effective working relationships with other staff.
- To be aware of and comply with policies and procedures related to a child protection, and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the maintenance of a safe and healthy environment by ensuring the work space is clean and fit for purpose.

College Ethos

- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also an implicit duty to promote the welfare of all children and young people
- Promote and support the College's policies
- Comply with the College Health and Safety Policy

Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/adult protection training as required by the Trust.

Signatures:

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Signed

Print Name

Date