

ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

Tutor

Casual (Sessional) role, based in the borough of Kingston

Grade 4/4N/4Y - 6/6N/6Y - Pension: TPS

Role purpose

The Council is focused on delivering the best possible outcomes for its communities. To do this the Council needs employees who thrive in an agile and networked organisation and who can support continuous improvement within a constructive organisational culture.

The role reports directly to the Curriculum Manager (Community Learning / English / Skills or Specialist Skills and Leisure) and is responsible for learners and the planning, delivery and administration of courses assigned.

Key activities

Performance

- Works with manager and colleagues to define outcomes, set targets and monitor performance, within a culture of continual improvement
- Supports operational plans to ensure that the resources within the teams are used to best effect and impact

Customers and Partners

- Builds strong internal and external working partnerships to enable the service to be delivered in an outcome-focused and efficient way
- Supports Kingston's commitment to community cohesion and valuing diversity and social inclusion

Digital/New Ways of Working

- Uses new technologies, particularly Google, to adopt modern, agile working practices, improve customer service and eliminating paper-based processes wherever possible.

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Delivery

- Plans and delivers a programme of tuition in the designated subject area.
- Inducts learners into the programme and ensures that Health and Safety, Equality, Diversity & Inclusion, Safeguarding, Prevent and other KAE policies are implemented.
- Assesses learners on entry, monitors and documents their progress and provides line manager with all relevant class documentation in line with KAE's operational and quality improvement procedures.
- Assists in the promotion of courses by providing course information in a timely manner which is used for publication and advice to prospective learners.
- Plans the course including preparing appropriate materials, producing appropriate service documentation including scheme of work, lesson plan, class profile, ILPs and tutor course reviews. Submits all documentation to line manager.
- Teaches the course according to the agreed scheme of work, awarding body requirements, qualification specification, funding body requirements and service requirements.
- Negotiates aims for the course and learning objectives for each learner and adapts the programme of work accordingly, ensuring differentiation.
- Assesses learners' work regularly and mark classwork / homework where appropriate. Provides constructive developmental feedback on work including spelling, punctuation and grammar (SPAG).
- Completes the register of learner attendance at the start of each class, each time the class meets.
- Attends staff development activities, one to one meetings, team meetings and Annual Staff Conference and adopts best practice in teaching and learning.
- Takes reasonable care of the equipment and learners in your charge.
- Liaises with relevant manager in following up learners who are absent with no notification or who leave the course prematurely.
- Monitors learners' progress and checks whether their individual learning goals have been achieved.
- Advises learners on suitable progression routes and records progression and destination.
- Commits to the wellbeing of staff, actively promotes RBK's policies and reports any safeguarding or Prevent concerns in line with the Safeguarding and Prevent policies.
- Undertakes any other duties as required which are commensurate with the grade and the purpose of the post.

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Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of team working and service delivery

The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Hold a teaching qualification (if your course is accredited)
- Have at least 2 years experience in the field you are due to teach
- Question and challenge ways of working, with an understanding of the bigger picture in terms of the corporate context and external environment
- Demonstrate agility and adaptability in mindset and ways of working
- Work successfully with key stakeholders within and outside of the Council
- Demonstrate commitment to own personal and professional development to meet the changing demands of the role
- Demonstrate innovation and creativity
- Actively engage in positive cross organisational communications and team working
- Communicate clearly, confidently and appropriately with colleagues using the best methods of communication for the task.

Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning this are the following values:

Innovative:

- Promote a culture that encourages creativity
 - Embrace new ideas and ways of working
 - Ambitious to push the boundaries to realise potential
- Open:
- Respect and recognition - everyone has a voice that is heard and we are all valued
 - Collaborative - working together with new and existing partners
 - Empowering staff and residents to encourage informed decision-making

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- Inspire trust by acting with integrity in all we do Smart:
- Commercial acumen to find solutions and best value
- Agile working
- Customer driven, listening and responding to consistently deliver excellence