

Role Profile

Job Title:	UKSPF Tutor	Grade: 10	Spinal column point range:
Department:	Growth and Sustainability	Post no:	
Directorate:	Place	Location:	Perceval House and classroom settings

Role reports to:	UKSPF Programme Manager
Direct Reports:	None
Indirect Reports:	None
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

JOB DESCRIPTION

PURPOSE OF ROLE:

- To provide high quality teaching and learning in person to learners in the Borough of Ealing a minimum of 4 days per week who have been registered on the UKSPF contract to achieve their accredited and unaccredited qualifications and learning outcomes.
- To design bespoke and deliver high-quality employability training as per UKSPF funding which meets the needs of residents of Ealing including employers in person
- To track and monitor learners' attendance and progress to ensure they successfully complete their learning programme.
- To assess learners in line with qualification specifications and awarding body requirements to ensure maximise opportunities for learners.
- To provide advice, guidance, and support to learners to maximise progression opportunities for learners.
- To be responsible for the quality assurance of your teaching and contribute to curriculum development in your subject.

KEY ACCOUNTABILITIES:

1. To plan, prepare, deliver various employability courses and evaluate a course(s) of learning for learners as part of the UKSPF requirements.
2. Supporting the team in carrying out quality reviews across Work Ealing, working with managers to implement recommendations via an agreed quality improvement plan.
3. To provide detailed syllabus/course outline information and an initial scheme of work for each course before commencement and update/maintain them as part of the course documentation files for UKSPF audit purposes and additional evidence.
4. To prepare excellent lesson plans and learning materials for each session, to make them available for monitoring or lesson observation visits and to maintain them as part of the course documentation files.
5. To give subject specialist information, advice, and support to learners as part of teaching duties, including providing learners with advice on progression, either within the service or at another provider.
6. To mark and assess learners' work to a high standard, provide clear feedback, prepare learners for exams and accreditation, maintain records as appropriate, and to return marked work within 7 days as appropriate.
7. To monitor learner progress, attendance and punctuality robustly 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.
8. To mark the register accurately at the start of each session and use the register in the event of a fire or other emergency.
9. To ensure that learners complete all of the relevant administrative documentation, including individual learning plans, etc.
10. To keep learners' records as required by Work Ealing for audit requirements under UKSPF, including initial assessment records; Individual Learning Plans; learners' progression and destination data and learners' feedback.
11. To monitor and evaluate courses and to provide feedback to the UKSPF Programme Manager and senior managers as requested, thus taking responsibility for the quality of your teaching.
12. To ensure that all equipment and facilities are used appropriately and safely.
13. To ensure full compliance with Learn Ealing and the council's policies, including Safeguarding, Equality & Diversity, Health & Safety, GDPR, Quality Assurance, etc, and carry out the duties required.

14. To assist with enrolment and recruitment procedures as appropriate.
15. 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.
16. To contribute to Work Ealing's marketing, promotions and customer standards whenever possible and providing feedback to the service.
17. To ensure the efficient operation of the Service and in order to meet all its stakeholders' needs, the post holder will be expected to work at any site across the borough including additional.
18. 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.

KEY PERFORMANCE INDICATORS:**Key Performance Indicators:**

- UKSPF Targets / Personal Objectives set in appraisal are met.
- Contributing to successful delivery of West London Alliance and Council plan objectives.
- Learners make good progress, achieve their qualifications and other positive learning outcomes.
- Contribute to the team ethos and performance standards.
- Feedback from learners and partners is positive.
- All processes are implemented and followed through in a timely manner.

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

- UKSPF delivery Staff
- Learn Ealing Tutors
- Learners
- West London Alliance/ Greater London Authority
- Awarding Bodies
- Internal/External Assessors / moderators
- Employers
- Community organisations
- Council services

- To ensure senior officers and Members get the necessary support and information to enable them to fulfil their roles as key decision makers with regards to the design and delivery courses created. This will include the preparation and verbal presentation of reports for Cabinet Members and Cabinet.

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

- Management of learner and learning environment
- Represent Work Ealing team at external events

Person Specification

- 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) Proven experience of teaching/training groups of adults in the specialist subject(s) and good or better achievement rates
- 3) 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.
- 4) Experience of using different learning strategies and teaching methods suitable for teaching a diverse range of abilities.
- 5) Ability to manage personal workload and time, and to apply these skills throughout the service.
- 6) Evidence of planning, managing and implementing small-scale projects, and of using these skills to assist colleagues on larger scale projects.
- 7) Evidence of working with a diverse range of partners and services in a professional manner.
- 8) 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).
- 9) A commitment and ability to comply with Equality & Diversity, Health & Safety policies, etc.

ESSENTIAL QUALIFICATION(S) AND EXPERIENCE

- 1) Experience of supporting adults who are digitally disadvantaged to engage in online learning.
- 2) Excellent ICT skills using a variety of ICT packages including MS Word, Excel and Outlook as well as Google Classroom, MS Teams and Zoom and a variety of learning-related web 2.0 applications.
- 3) Minimum of two years teaching or training experience.
- 4) Ability to cope with continuous and complex changes, to be flexible, with a 'can do' attitude and ability to manage a varied workload and balance priorities within the time frame available.
- 5) Excellent customer service skills with an awareness of the needs of different kinds of learners whilst maintaining patience, positivity and understanding. Commitment to going the extra mile, with a high degree of personal responsibility and a high level of personal drive and energy.
- 6) Teaching qualification appropriate for working with NEETS and Adults who are furthest from the labour market.
- 7) The Award in Education and Training (AET) would be considered an advantage for an applicant without a formal qualification.

ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION (e.g. HCPC)

- Degree or equivalent
- Generic adult teaching/training qualification at Level 5 (e.g. DET/PGCE or equivalent), or a commitment to gain one within an agreed timescale depending on individual circumstances.
- Five or more GCSEs, or equivalent Level 2 qualifications, including English & Maths at Grade C or above

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards