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## Your job

**Job Title: Adult Learning Community Tutor (English)**

**Service: Adult Learning and Skills**

**Grade: 7**

**Reporting to: Curriculum Leader**

As an Adult learning tutor you will be responsible and accountable for the delivery of high-quality regulated and non-regulated teaching of Functional Skills English to residents who have low or limited skills. Delivery covers Entry level to level 2. Delivery can be classroom-based, remote, work-based or 1-1. You will work with a team of tutors, colleagues and the Adult Learning and Skills Management to ensure learning opportunities meet the needs of learners and provides a coherent offer that drives progression to higher level learning or work.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Deliver on a Functional Skills English curriculum relevant to the needs of learners, including the effective embedding of a range of soft and core skills
- Provide regular feedback to learners on their progress.
- Contribute to the planning, delivery and organisation of learning that supports the curriculum, including schemes of work and session planning.
- Provide effective progression information and advice to learners during and on completion of learning.
- Undertake initial and diagnostic assessment of learners and use results to inform their level, targets and individual learning plan.
- Develop assessment plans that promote achievement and progress of all learners and reflect the standards of awarding bodies.
- Ensure the effective embedding of equality and diversity in the curriculum.
- Liaise with other programme areas to ensure learning pathways are available and communicated to learners.
- Identify and plan to meet the needs of individual learners who may have additional support needs.
- Make use of digital technologies to enhance the learners experience e.g. computers, web access, virtual learning environment (VLE)
- Review of Individual Learning Plans (ILP) to ensure learners are progressing by setting meaningful targets and reviewing them with learners.
- Assess learners and provide feedback.
- Take part in internal quality assurance activities.
- Implement and administer all assessment and quality assurance procedures as directed by the Awarding Organisations.

On an ongoing basis you will:

- Contribute to the review and evaluation of learning.
- Contribute to the evaluation of the curriculum e.g learner feedback mechanisms.
- Participate, as required, in internal moderation/verification of all accredited and non-accredited programmes.
- Prepare and support in preparation for External Quality Assurance visits.

- As part of the programme teaching team contribute to the quality improvement plan and annual self assessment report.
- To assist administration staff in completion, as required, of relevant documents including enrolment forms, registers, awarding body registrations, and examination results records.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- A teaching certificate at level 3 or above. For example, 7307, Certificate in Education, PGCE, PGDE.
- Teaching experience of the following: English,
- Experience and competence in one or more of the following sectors: adult learning, community learning,
- Teaching hard to reach learners particularly those with low skills.
- Using initial and diagnostic assessment to identify and set targets for achievement and progress.
- Developing and reviewing individual learning plans to ensure progress and achievement for all learners.
- Teaching non-regulated and regulated provision.
- Embedding the development of soft and core skills within teaching and learning strategies.
- Effective use of teaching and learning strategies, including active learning, to ensure participation, engagement, and progress of all learners.
- Developing assessment plans that meet the needs of learners.
- Developing positive relationships with community partners.
- Developing schemes of work and lesson plans that fully meet all individual needs, including learners with learning support needs.
- Providing written and oral feedback that supports the progress of all learners.
- Use outcomes of quality assurance processes, for example observations of teaching and learning to improve the quality of the learner experience.
- Apply all service policies including those that effectively safeguard learners.

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# Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”