**BRISTOL CITY COUNCIL JOB DESCRIPTION**

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| **Job title:** | Tutor |
| **Bristol grade:** | BG10 |
| **Managed by:** | Suzanne Beard |
| **Responsible for:** | N/A |
| Directorate: | People |
| Service area: | Employment, Skills and Learning |

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| **Purpose of the job** |
| To plan, deliver and evaluate teaching and learning to required standards to enable learners to achieve and progress to further learning, volunteering and work. |

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| **Key job outcomes/accountabilities** |
| **1. Ensure successful outcomes for learners, both face-to-face and online**   * Undertake and record initial assessment suitable for learners and learning programmes and use information to identify individual learning outcomes * Assess, monitor and record learner progress and achievement against learning outcomes, provide constructive formative feedback and ensure relevant documentation is up-to-date and complete, including through virtual learning environment * Support learners to evaluate, and where appropriate, record progress and achievement outcomes and provide constructive formative feedback * Actively challenge learners to take responsibility for own attendance and learning * Raise learner aspirations and help them with identifying progression opportunities and prepare them for further learning, volunteering and work, including identifying and overcoming barriers * Where appropriate, support learners to achieve qualifications |
| **Key job outcomes/accountabilities** |
| **2. Plan and deliver high quality teaching and learning, both face-to-face and online**   * Plan, develop and deliver face-to-face and online courses that meet individual and group learning needs to required standards * Prepare differentiated schemes of work, session plans and resources, using a range of creative activities, styles and resources * Develop, upload and share resources and information via the virtual learning environment * Participate in the promotion of courses, providing pre-course information and meetings, and information on progression opportunities * Liaise with relevant staff to meet support needs, e.g. access requirements, learning support * Where appropriate, liaise with relevant awarding bodies and contribute to moderation and verification * Ensure relevant health and safety and safeguarding procedures are adhered to, e.g. activity risk assessments, venue checklists, lone working policy, Prevent * Implement the Council’s Equalities Policy and embed equality and diversity into learning |
| **Key job outcomes/accountabilities** |
| **3. Review and improve teaching and learning, both face-to-face and online**   * Reflect and take steps to develop and improve own practice * Contribute to a range of quality improvement activities * Complete all relevant documentation, including online documents, to required standards by set deadlines * Keep up to date with developments and national requirements by attending meetings and training and take responsibility for developing own practice * Proactively contribute to service improvement, inspections, and the development and sharing of best practice as part of a professional community * Share best practice with colleagues * Contribute to a positive working culture within the team and with partners |

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

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| **General Accountabilities** |
| 1. So far as is reasonably practicable , the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice. 2. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council. 3. To model and promote good equalities practice and value diversity across the service. 4. Ensure that output and quality of work is of a high standard and complies with current legislation / standards. 5. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council’s Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list. |