**BRISTOL CITY COUNCIL**

**JOB DESCRIPTION**

**Department of Adults, Children and Education**

**Service Education & Skills**

JOB TITLE Tutor

GRADE BG10

MANAGED BY Suzanne Beard

RESPONSIBLE FOR N/A

The post holder will be eligible to join the Local Government Pension Scheme

**Purpose of the Job**

To plan, deliver and evaluate teaching and learning to required standards to enable learner progression to further learning, volunteering and work.

**Key Job Outcomes**

**1. Ensure successful outcomes for learners**

* 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
* 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

**2. Plan and deliver high quality teaching and learning**

* Plan, develop and deliver 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
* 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 procedures are adhered to, e.g. activity risk assessments, venue checklists, lone working policy, safeguarding
* Implement the Council’s Equalities Policy and embed equality and diversity into learning

**3. Review and improve teaching and learning**

* Reflect and take steps to develop and improve own practice
* Contribute to a range of quality improvement activities
* Complete all relevant documentation 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
* 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.

**General** **Accountabilities**

***Use the appropriate definition for supervisory roles / others***

A. 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.

B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.

C.     To model and promote good equalities practice and value diversity across the service.

D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Updated document, replacing that of [09/06/2016]

Suzanne Beard: Team Leader: Quality

**Date of Job Description**: 09/09/2018