**JOB DESCRIPTION**

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| **Job Title** | Tutor |
| **Department** | Step into Learning |
| **Job Reference** | FS tutor |
| **Reports to** | Head of Quality Improvement |
| **Location** | Launceston and surrounding areas |
| **Salary** | £20 p/h  The hourly rate covers attendance lesson preparation, assessment, tutorials. |
| **Contractual status** | Self-employed |
| **Role summary** | To deliver Functional Skills courses in the community providing inspiring, innovative and outstanding delivery and support to develop and improve teaching, learning and assessment across all areas of the provision.  To promote equality, diversity, and rights in all actions throughout Step into Learning. |
| **Key responsibilities** | These key responsibilities are neither a comprehensive nor exhaustive list, and the duties may be varied from time to time by the senior management team.   * To plan, prepare and deliver high quality programmes of study * To identify individual needs through initial assessment and information, advice and guidance (IAG) on entry and for progression. * To provide timely learner feedback on progress and achievement. * To ensure a safe inclusive learning environment. * To help set and achieve ambitious and challenging individual targets demonstrating commitment to excellence and inclusion. * To carry out and maintain records of formative and summative assessments of learning * To support and oversee the work of any volunteers or support staff allocated to their classes * To maintain and update a course file for each programme * To monitor attendance and record learning progress using Individual Learning Plans * To ensure that learners have an opportunity to give feedback on their learning experience * To evaluate the effectiveness of the course through the course review and evaluation process * To attend team meetings and take part in standardisation activities * Demonstrate a commitment to promoting and safeguarding the welfare of all students at Step Into Learning in line with V Learning Net Policy |
| **Continued professional development** | V Learning Network are committed to providing continual professional development. We expect the successful candidate to undertake training and research which will be bespoke to them to enhance their personal knowledge, skills and behaviours. |
| **V Learning Network values** | V Learning Network employees and trustees all share the values of honesty, integrity, transparency, commitment, equality, respect, flexibility and enthusiasm.  These values are demonstrated through behaviours like making sure learners are happy, caring about fellow employees, working as a team, delivering high standards, paying attention to every detail, being proactive to change and having an emotional commitment to V Learning Network. |
| **V Learning Network Equality & Diversity** | V Learning Network are committed to creating an inclusive working environment, where diversity is valued and there is equality of opportunity. We therefore welcome applications from all sections of the community and we offer a range of benefits to encourage a work life balance. |
| **V Learning Network**  **Health and Safety** | V Learning Network are committed to maintaining and promoting a positive attitude to health and safety. We ensure the safety and wellbeing of our employees and learners by following the health and safety codes of practice. |
| **V Learning Network Safeguarding of Children and Vulnerable Adults** | V Learning Network are committed to safeguarding and promoting the welfare of all learners and expects their employees to share this commitment.  The successful candidate will be subject to a Disclosure and Barring Service (**DBS**) check. |
| **Dated** | 13/5/21 |