



WESTMINSTER ADULT EDUCATION SERVICE



City of Westminster

Tutor

What we value at Westminster Adult Education Service

We are passionate about transforming lives through education and enabling our learners to realise their full potential

We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning

We value our stakeholders particularly our local community and strive to be agile in meeting their needs

Our culture

We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect

Portfolio/responsibilities of this role

- To provide high quality teaching and learning experiences for learners
- To track and monitor learners in line with service requirements to maximise outcomes for learners
- To assess learners in line with qualification specifications and awarding body requirements to maximise opportunities for learners
- To provide advice, guidance and support to learners to maximise outcomes for learners and progression opportunities
- To support Managers and Course Leaders to achieve the Service's required targets
- To produce lesson plans, resources, materials and assignment briefs when required

Budget Responsibilities 0

Staffing £0

Procurement £0

Other £0

What do we expect this role to achieve?	<ul style="list-style-type: none"> • Appropriate diagnostics ensure learners are on the correct programme • Progress is monitored and tracked through one to ones and tutorials and referrals made to Learning Support • Excellent schemes of work and planning are produced • Lesson are well prepared, suitable resources are developed and marking and assessment is carried out to a high standard • Class registers are complete in a timely manner and are up to date • Course files are completed to service requirements and up to date • Learner attendance and punctuality is monitored to maintain high levels of retention and achievement and to support learner progression • Learners are withdrawn and transferred in accordance with WAES agreed timescales • Course SARS are completed at the end of each course taught
Band/Salary range	£28.08 per hour, rising to £29.13 based on performance
Work style	Agile
Your manager & team	Name of Line Manager: TBC
	Number of employees reporting into this role: 0
Experience	<ul style="list-style-type: none"> • Current experience of teaching in a post-16/further education/adult education setting • Experience of good assessment practice in teaching and learning, and providing support to learners • Experience of devising lesson plans/course outlines and schemes of work • Experience of using Virtual Learning Environments (VLEs) or a willingness to work towards • Professional experience in the industry • Experience of embedding Functional Skills (Maths, English, ICT and Employability) into subjects
Skills	The successful candidate will have demonstrable skills and abilities in relation to: <ul style="list-style-type: none"> • Excellence in teaching, learning and assessment practice. • Excellent presentation and communication skills, both written and verbal • Good working knowledge of ICT to support teaching, learning and assessment and other IT based processes

	<p>Qualifications:</p> <ul style="list-style-type: none"> • Literate and numerate to Level 2 • IT Qualification at level 2 or above • A recognised teaching qualification, minimum PTLLS/ Award in Education and Training (Level 3) • Hold a recognised subject specialism qualification at a minimum of Level 3 • Hold an assessor award (A1, TAQA, etc) or willingness to work towards • IQA qualification is desirable
<p>Corporate standards</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money. Values and behaviours <input type="checkbox"/> Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. <input type="checkbox"/> Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. <input type="checkbox"/> Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.