



Tutor – Permanent, variable hours contract

<p>What we value at Westminster</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential.</p> <p>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.</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs.</p>
<p>Our culture</p>	<p>At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.</p> <p>The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:</p> <ul style="list-style-type: none"> • Personal development: Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best. • Value our people and diversity: Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city. • The Westminster Way of working: Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mind-set and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work. <p>In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.</p> <p>We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.</p>

Portfolio/responsibilities of this role	<p>To provide high quality teaching and learning experiences for learners.</p> <p>To track and monitor learners in line with service requirements to maximise outcomes for learners.</p> <p>To assess learners in line with qualification specifications and awarding body requirements to maximise opportunities for learners.</p> <p>To provide advice, guidance and support to learners to maximise outcomes for learners and progression opportunities.</p> <p>To support Managers and Course Leaders to achieve the Service's required targets.</p> <hr/> <p>Budget Responsibilities - Nil</p>
What do we expect this role to achieve?	<p>Appropriate diagnostics ensure learners are on the correct programme.</p> <p>Progress is monitored and tracked through one to ones and tutorials and referrals made to Learning Support.</p> <p>Excellent schemes of work and planning are produced.</p> <p>Lesson are well prepared, suitable resources are developed and marking and assessment is carried out to a high standard.</p> <p>Class registers are complete in a timely manner and are up to date.</p> <p>Course files are completed to service requirements and up to date.</p> <p>Learner attendance and punctuality is monitored to maintain high levels of retention and achievement and to support learner progression.</p> <p>Learners are withdrawn and transferred in accordance with WAES agreed timescales.</p>
Band/Salary range (Please advertise full green zone band)	<p>£28.57 per hour, rising to £29.64 based on performance</p>
Work style	<p>Hourly paid. Work across all 3 WAES sites</p> <p>Willingness to work in a flexible way including evenings and Saturdays</p>
Your manager & team	<p>Reports to Co-ordinator</p> <hr/> <p>Direct Reports: None</p> <hr/>

Corporate standards

- **Resources / Financial management**

We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way.

- **Values and behaviours**

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.

- **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.

- **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.

Person Specification – Tutor (Hourly Paid)

Tutor (Hourly Paid)		We will assess your match to the criteria from:			
Key: E – Essential D - Desirable		<u>App Form</u>	<u>Test(s)</u>	<u>Interview</u>	<u>References</u>
<u>Qualifications/Education/Training</u>					
A command of written and spoken English.	E	✓		✓	
A recognised teaching qualification (Level 3).	E	✓			
Demonstrable IT Skills.	E	✓		✓	
Hold a recognised subject specialism qualification at a minimum of level 3.	D	✓			
Hold an assessor award (A1, TAQA, etc) or willingness to work towards gaining a qualification.	D	✓		✓	
<u>Professional Knowledge/Understanding</u>					
To provide high quality teaching and learning experiences for learners.	E			✓	
<u>Experience</u>					
Current experience of teaching in a post-16/further education/adult education setting.	E	✓			✓
Experience of using Virtual Learning Environments (VLEs) or a willingness to work towards.	E	✓			
<u>Skills</u>					
Excellence in teaching, learning and assessment practice.	E	✓			✓
<u>Disposition/Personal Qualities</u>					
The ability to offer flexibility in working hours, including evenings and Saturdays.	D			✓	
<u>Knowledge/Understanding of Key Policies</u>					
Awareness of health and safety procedure and willingness to undertake training.	D	✓		✓	
Commitment to equal opportunities.	E	✓		✓	

