

HEREFORDSHIRE & LUDLOW AND NORTH SHROPSHIRE COLLEGE

**Job Description**

**Post Title** **Part-time Adult & Community Education Tutor**

**Salary** **Hourly Paid £22.27 to £24.50 per hour dependent on qualifications and experience (inc. holiday pay)**

**Hours** **Classes are held in the evenings (Tues and/or Weds to suit) and typically run for 8 -10 weeks in each academic term. Actual evenings of delivery will be negotiated with the tutor. All courses run subject to a minimum enrolment target.**

**Target Market** **Classes are typically aimed at Beginners and those with no prior experience in the subject. Intermediate and Advanced classes in the same subject may also run / be developed, subject to demand. Students are adults from 19 to 90+! Where applicable students will either be required to provide their own materials / resources on advise from the tutor, or materials & resources will be purchased on their behalf by the college**

**Aim**

* To develop and deliver one or more courses in your specialist subject area to specified standards and in response to demand;

**Duties**

* To deliver high quality teaching and learning in your subject specialism(s)
* Produce a course outline and weekly plan of delivery, to include any formal or informal assessment where appropriate
* Provide advice and guidance for potential students where required
* Assess and report on student’s progress and achievement
* Carry out associated course administration, to include the enrolment of

 students, marking of registers, facilitation of student feedback and

 reporting of achievements

* Prepare all learning and delivery materials, utilising where applicable modern technology to enhance the learning experience for students (eg ILT, VLE, specialist software / resources)
* To supervise learners' conduct and comply with health and safety procedures, ensuring the welfare of the learners under your care
* To participate in the staff appraisal processes, lesson observation process and other staff development programmes, as appropriate
* To comply with College administrative and quality procedures as required
* To comply with and follow the college’s safeguarding, prevent and health & safety policies and procedures