

Job Description

Job Title	Tutor Teaching Assistant/Early Years Practitioner
Directorate	City Development
Service Area	Adult Learning Service – Employment and Skills
Grade	6
Competency Level	2
Salary	£33,024 - £37,336
Job Type	Office Based
Location	Citywide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

- To deliver high quality teaching and learning and assessment in range of locations as stated above.
- To deliver stand alone and embedded contextualised learning programmes in line with local and national priorities
- To deliver learning programmes that are, flexible, tailored, have multiple entry points to cohorts of learners within employability, enterprise and fee-paying context
- The post is for 17.5 hours per week term time only

Directly Responsible For:

Learners

Directly Responsible To:

Curriculum Lead

Main Areas of Responsibility:

- To teach a maximum of 12 hours a week in a variety of contexts and locations
- To use innovative methods of delivery including digital ICT, within a contextualised and embedded context
- To provide initial advice guidance and assessment for learners
- To plan and deliver; high quality, appropriate and relevant learning activities
- To ensure individual learner needs are identified and met, which includes undertaking: initial assessment, individual action planning, formative and summative assessments and recording of progress and achievement
- To work with other colleagues to plan, develop and deliver learning programmes and materials
- To comply with and support the implementation of service quality assurance standards, systems and procedures. Including observation of teaching, learning and assessment (OTLA)
- To deliver flexible learning programmes that are tailored to the learners needs
- To contribute to the area of learning self-assessment review (SAR)
- To take part in professional development activities
- To carry out assessment procedures to evidence learning and attend associated moderation meetings
- To contribute to the marketing of courses and learner engagement recruitment
- To liaise with all other appropriate staff for the well running, planning and delivery of courses

- To keep up to date with the current policies and practices of the Adult Learning Service
- To ensure that Health and Safety legislation is adhered to and to undertake regular risk assessments in liaison with Pathway Leader and Business Support managers
- To ensure that work complies with all statutory requirements and to ensure that all work functions are undertaken in accordance with health and safety legislation and codes of practice
- To implement the policies and practices of the Adult Learning Service for Quality Improvement and Assurance and Equality and Diversity
- To comply with and ensure that all course documentation is maintained in accordance with service standards and procedures
- To maintain up-to-date knowledge of developments in this area of learning and to disseminate and share good practice and expertise with other staff
- To identify appropriate progression routes for learners to enhance employability/enterprise or wider social outcomes
- To perform any other duties appropriate to the grade of the post, assigned by the Service Manager
- Develop the City Council's Commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertake
- It is expected that the Officer will participate fully in:
 - ☐ Staff development
 - ☐ Training opportunities which are made available
 - ☐ The organisation and delivery of in-service training in the area of responsibility and appropriate to the level of the post
 - ☐ PRD process
 - ☐ Observation of Teaching, Learning and Assessment (OTLA)

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant Adult Teaching qualification to teach adults (minimum Level 3 Teaching Qualification or a PGCE/PGDE plus a minimum Level 3 subject specialism in Supporting Teaching and Learning/Early Years Practitioner (A/I)
- Relevant Subject Qualifications at Level 3 (A/I)
- Be an experienced teacher of supporting Teaching and Learning/Early Years Practitioner in post 16 education setting (A/I)
- Evidence of continuing professional development in the last eighteen months (A/I)

Desirable

- Be willing to work towards IQA/assessor qualification

Experience

Essential

- Experience of working in Post 16 learning (A/I)
- Comprehensive understanding of teaching and learning and assessment methods and styles (A/I)
- Be an enthusiastic, dedicated practitioner, motivated to make a difference to local communities (A/I)

Desirable

- Relevant teaching experience
- Up to date experience of local skills needs and employment priorities
- Experience of completing Internal Verification
- Experience of implementing Quality Assurance/Improvement systems
- Experience of delivering innovative/high quality teaching and learning resources.
- Evidence of sufficient, recent occupational competence/expertise to ensure an up to date working knowledge of the principles and practices specified in the standards they are assessing
- Have a good up to date knowledge of awarding body requirements for assessment/practices/standards.
- Recent production of learning materials and resources - examples required

Skills/Abilities

Desirable

- Organise and undertake a resource audit
- Undertake a resource needs analysis and health and safety risk assessments.
- Assist in curriculum programme evaluation and development
- Knowledge of awarding body requirements.
- Digital, I.T. technology skills

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to teamwork
- Commitment to equal opportunities

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

Desirable

- Willingness to work flexible hours including evenings/weekends