


Profile Title:	Tutor	 BARNSLEY Metropolitan Borough Council				
Reports to:	Subject Lead Tutor					
Employee Management:	None	Grade:	Unqualified Teacher Pt 1-2 or Qualified Teacher Pt 3-6.	Profile Ref:	108425	
Purpose of the Post						
To ensure, through effective teaching, learning and assessment, that learners in a specific subject area achieve their goals and develop their skills to enable progression.						
Responsibilities						
<ul style="list-style-type: none"> Motivate and inspire learners to promote achievement and develop their skills to enable progression Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment and in a positive non-threatening manner Promote the benefits of technology and support learners in its use Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement Contribute to organisational development and quality improvement through collaboration with colleagues Manage and promote positive learner behaviour Contribute to the assessment of learner progress by following RARPA guidelines and/or Awarding Body procedures Value and promote learners' spiritual, moral, social and cultural development Maintain awareness of policies and procedures which impact on how the Service is delivered Maintain a variety of electronic and paper-based learner records and documentation, ensuring information is accurate and stored appropriately 						
Education and Training					Measure	Rank
<ul style="list-style-type: none"> Generic teaching qualification e.g Cert Ed; City & Guilds OR a Degree plus P.G.C.E or other teaching qualification 					A/C	E
<ul style="list-style-type: none"> Relevant subject specialist qualification in appropriate skill area 					A/C	E
<ul style="list-style-type: none"> Evidence of recent continuous professional development 					A/C	E

Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Experience of teaching in adult and community learning in the required subject area with evidence of consistently delivering high quality teaching and learning 	A/I	E
<ul style="list-style-type: none"> Experience of undertaking assessment, standardisation, moderation and verification processes 	A/I	E
<ul style="list-style-type: none"> Significant experience of contribution to an academic team by sharing good practice leading to improved learner attainment and achievement. 	A/I	E
<ul style="list-style-type: none"> Experience of planning for individual learners' diverse needs, including making reasonable adjustments for learners who have special educational needs and/or disabilities 	A/I	E
<ul style="list-style-type: none"> Experience of working to and meeting strict deadlines 	A/I	E
<ul style="list-style-type: none"> Evidence of a strong commitment to meet local priorities by widening participation and social inclusion. 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of local and national strategies, policies and educational research relevant to adult and community learning and the curriculum area 	A/I	E
<ul style="list-style-type: none"> Practical knowledge of teaching, learning and assessment, including Ofsted requirements 	A/I	E
<ul style="list-style-type: none"> Knowledge of how success in the adult and community learning sector is achieved, measured and evaluated 	A/I	E
<ul style="list-style-type: none"> Working knowledge and understanding of the RARPA process 	A/I	E
<ul style="list-style-type: none"> Working knowledge of Microsoft applications 	A/I	E
<ul style="list-style-type: none"> Knowledge of the pressures facing local government 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Good communication and interpersonal skills with the ability to communicate clearly and effectively in both written and verbal formats with learners, other employees and stakeholders 	A/I	E
<ul style="list-style-type: none"> Ability to manage a challenging workload under pressure and to strict deadlines, using own initiative and demonstrating skills in work prioritisation, organisation and time management. 	A/I	E
<ul style="list-style-type: none"> Ability to manage and promote positive learner behaviour 	A/I	E
<ul style="list-style-type: none"> Ability to work flexibly as part of a team and in partnership with others to deliver common goals. 	A/I	E
<ul style="list-style-type: none"> Ability to inspire, motivate and raise aspirations of learners through enthusiasm and knowledge 	A/I	E
<ul style="list-style-type: none"> Respond appropriately to the needs of different communities and individuals. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly and when required evening/weekends in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection 	A/I	E

with the post.		
• Work in accordance with the council's vision, priorities, values and behaviours.	I	E
• Able to undertake any travel in connection with the post.	A/I	E