



## JOB DESCRIPTION

### ADULT LEARNING TUTOR

#### MAIN PURPOSE OF THE POST:

As a tutor you will deliver to groups of adult learners, both face to face and online with the main aim of developing employability and life skills including health and wellbeing and digital skills. By engaging, mentoring and training participants, who often possess various barriers to work and to further education, you will facilitate their progression and development in accordance to contract and funding requirements.

#### DUTIES:

- Deliver basic non-accredited Employability, digital skills and health & wellbeing courses to Adult Learners
- Effectively engage with participants to improve their employability and confidence
- Plan, deliver and report on your course, using methods and materials appropriate to the group and course content. Prepare and implement schemes of learning and lesson plans relevant to each learner's assessed needs
- Prepare and adapt appropriate teaching materials for in-person and online delivery
- Identify/assess level and need of learners and if necessary, adapt course content and delivery style to meet those needs
- Agree course targets, regularly reviewing and recording progress
- Use appropriate teaching materials suitable for learners' level and learning style
- Ensure that all required paperwork is completed accurately and timely
- Be proactive in developing new skills and learning new methods of delivery, particularly online platforms
- Liaise closely with Project Manager to ensure requirements from funding bodies are met

#### GENERAL:

- Comply to Learning Partnerships Health & Safety, Equality, Diversity and Inclusion policies ensuring all individuals are treated with respect and appropriately.
- Attend internal and external meetings and other key functions as required
- Any other duties which are commensurate with the post
- To perform in a professional and appropriate manner at all times as a representative of Learning Partnerships.

Created by:	L Metcalf	Date: 27 <sup>th</sup> January 2020
Reviewed by:	D Banks/N Hughes-Crean	Date: 25 <sup>th</sup> August 2021
Approved by:	L Metcalf	Date: 25 <sup>th</sup> August 2021