



COLLYER'S JOB DESCRIPTION

subject to the current agreed terms and conditions
of employment as set out in the college staff manual



INVESTOR IN PEOPLE

Job Title: Adult Education Tutor

Job Purpose: To enable students in all classes taught to learn and reach their potential, through the provision of high quality teaching in an effective learning environment

Accountability to: Adult Education Manager

Responsible for: No staff

Key Responsibilities and Key Tasks:

- 1. Maximise retention and achievement in classes taught, through effective teaching and assessment**
 - a. Plan, prepare and teach lessons according to timetable requirements and agreed schemes of work.
 - b. Provide a varied and relevant range of learning activities for students according to their needs and abilities.
 - c. Set, mark and assess students' work, providing constructive and effective feedback to students through course reviews and predicted grades.
 - d. Promote high standards of student attendance, punctuality, work habits and constructive participation in lessons.
- 2. Maintain and develop professional skills in support of teaching**
 - a. Contribute to curriculum development and attend appropriate meetings.
 - b. Participate in staff development and appraisal.
 - c. Continue to update knowledge and skills in subjects taught.
- 3. Look after college and departmental resources**
 - a. Take care of work areas and use them effectively.
 - b. Request repairs, maintenance or cleaning in support of (a).
 - c. Take care of books, materials and equipment, ensuring their security.
- 4. Support college policies and practices**
 - a. Uphold college code of conduct with students taught.
- 5. Any other duties**
 - a. Undertake any other reasonable tasks, as required.