

## JOB DESCRIPTION

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

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| <b>Job Title:</b>         | <b>Adult Education Tutor</b>  |
| <b>Job Purpose:</b>       | <b>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</b> |
| <b>Accountability to:</b> | <b>Adult Education Manager</b>  |
| <b>Responsible for:</b>   | <b>No staff</b>   |

### Key Responsibilities and Key Tasks:

- 1. Provide a high-quality learning experience for students through effective teaching and feedback**
  - 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 which supports student progress.
  - d. Promote high standards of student attendance, punctuality, work habits and constructive participation in lessons.
  - e. Maintain an online learning resources site.
- 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.

June 2025

