

JOB DESCRIPTION

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

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. 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.



COLLYER'S

The College of Richard Collyer

5. Any other duties

- a. Undertake any other reasonable tasks, as required.

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