Job Description –

Digital Functional Skills tutor (Adult Education)

Reporting to the:
Community Learning Project Co-ordinator

The key purposes of this role are to:

Plan and deliver high quality teaching, learning and assessment on all the courses you teach.

Ensure a high level of positive student outcomes on your courses.

Ensure that preparatory, marketing and administrative work is completed to a high standard.

	This post is accountable for:
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference to what we know about student needs and abilities in order to provide stretch and challenge for all
	Managing lessons to ensure that students are clear about expectations and make good progress
	The regular use of formative assessment to check learning
	Meeting College and team assessment/marking standards
	Providing clear guidance for LSWs supporting learning in your classes
	Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups.
	Taking some opportunities to develop literacy or numeracy and develop 'wider world' understanding (inc E&D) across each course
	Ensuring high quality resources and (where relevant) vocational experiences are available to students.
Ensure a high level of positive student outcomes	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes.
	Completing registers, tracking documentation, reviews and references to deadline
Enhance the overall experience of students	Actively contributing to developing the Digital curricula based on national best practice in order to establish and maintain a reputation for excellence.
	Ensuring compliance within your area to College Health and Safety, Safeguarding, Trips and E&D policies.
Ensure that an equitable share of	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.

team preparatory, marketing and administrative work is completed to a high standard	Administering courses or delegated projects in accordance with College, Exam board and School policies ensuring agreed deadlines are met and record keeping is of a high standard.
	Effectively promoting and marketing your courses in line with College and School initiatives including liaison with outside agencies where appropriate.
	Taking responsibility for elements of provision including care of particular resources and activities where required.
	Analysing available data in order to inform line managers, action planning and decision making.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your School and course teams.
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	L3 or above in ICT/Digital or willingness to work towards	Evidence of ability in subject area
SKILLS/ PERSONAL QUALITIES	Confident in a range of ICT skills including: Creating and editing digital media Processing numerical data Managing traceable online activities Online transactions/ buying securely online Digital wellbeing	Knowledge of the Digital Functional Skills curriculum
	Good organisational and interpersonal/team skills	Skills or experience in time management, prioritising
	The ability to relate to our students quickly and effectively	
	A focus on maximising student success	Understanding of how to raise performance
	Able to cope effectively when things go wrong or practical difficulties emerge	
	Punctual and reliable	
	Enthusiasm, drive and the ability to work with limited direction	Interest in and enthusiasm for Digital related topics
EXPERIENCE	Experience of working with IT or teaching IT / digital courses.	Evidence of success in previous/current teaching roles

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):

Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy
    •   Student Feedback (inc student survey)
    •   SOW
    •   Success Rate Data
    •   Value Added Data
    •   Observation
    •   Inspection reports
    •   Student attendance data
    •   Recruitment and retention data
    •   MIS information
    •   Team (inc assessment) records
    •   Marking
    •   Line manager, peer and cross-college feedback
    •   External Quality Reports

Dear Applicant,

Thank you for taking an interest in the position of Digital Functional Skills tutor (Adult Education) at Cirencester College. We have been slowly growing our adult provision over the last few years and are now offering a wider range of courses. We have had a number of students interested in improving their digital skills and we are therefore looking to recruit tutors available to teach Digital Functional Skills evening and day-time courses.

We are a top performing 6th form college, which was previously a tertiary college. The vast majority of our c2200 students are doing level 3 programmes, mainly A Levels. We have approximately 350 staff including managers, lecturers and a wide array of support staff.

Much of our success is down to the fact that we have been very clear about where we wanted to go, have strong values and a well embedded 'Ciren Way' of going about things, and a group of staff capable of achieving excellence. We have a strong tradition of sharing good practice at the College.

We welcome applications from both experienced teachers & those with minimal, if any teaching experience at all. We have a proven track record of taking inexperienced staff, training them through our recognised teacher training (PGDE) programme and producing some of the very strongest teachers.

As an adult tutor, your main role will revolve around planning & delivering lessons, marking student work, monitoring student performance and implementing appropriate interventions where necessary to ensure students have the very best chance of succeeding. You will need to be flexible and able to work with students who have a variety of needs and abilities. In adult teaching differentiation is vital, as all our students come with varying levels of background knowledge.

The job-specification provides a long list of the skills and experience we are looking for, but above all we need someone absolutely committed to achieving the best possible outcomes for students and with the energy, drive and clarity of mind to help us achieve them.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings, including a recent Digital Building.

It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. If you think these match your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you would like to ask any questions to find out more then please contact the Head of School for Community, Academic & Learning Support, karen.bell@cirencester.ac.uk

Yours sincerely

Karen Bell (Head of Community, Academic & Learning Support)