

LONDON BOROUGH OF BROMLEY

JOB DESCRIPTION

Title:	Sessional Tutor	Grade:	Dependant on subject and qualification
Department:	Education, Care and Health Services	Section:	Bromley Adult Education
Post No:	14080	Reports to:	Head of Centre/Head of Outreach

MAIN PURPOSE

In addition to the job description and person specification below all tutors with Bromley Adult Education College have to work in accordance with the College's Quality Assurance Policy, Training and Development Policy, Customer Care Policy, Class Cancellation Policy, Health and Safety Policy as well as the Equality Act 2010. All these documents may be obtained from the College and are given to all new tutors as part of their induction. All staff working for the College are Borough Council employees.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Pedagogic Work

- To plan and write a scheme of work and course summary for each course, taking *into consideration exam syllabi and/or internal College syllabi*.
- To plan each lesson. The plan needs to include clear objectives, assessment methods, teaching methods, learning activities and teaching aids.
- To plan an appropriate induction programme for each course, including initial assessment of learners to inform planning of course and/or individual learner's learning goals.
- To prepare suitable teaching materials, relevant to the course, to suit all learners.
- To assess learners' work and record learner progress regularly.
- To evaluate the effectiveness of each lesson and to make appropriate changes if so required and at the end to evaluate the whole course.
- To set homework, where this is required, and to mark it.
- To give learners feedback on their learning progress.
- To apply e-learning pedagogy appropriately to enhance learners' experience.
- To encourage learners to extend their education both at Bromley Adult Education College and elsewhere, so that they may develop independent learning.
- To work with other colleagues and the College for the benefit of the learners, attending relevant staff meetings.
- To monitor learner attendance and retention.

Health and Safety

- To be responsible for the health and safety of learners and the teaching area and always to work safely, ensuring safe use and care of equipment during class time. To check that the work area and equipment is secure at the end of each lesson. To report any problems at once to a member of management or Centre Office.
- To be responsible for keeping the register accurately and up to date at all times.
- To comply with the evacuation and fire procedures

Staff Training and Development

The College has a Training and Development Policy in which it expects every member of staff to participate and:

- To take part in at least one Bromley Adult Education College staff training and development event each year .
- To participate in In-Service training based on an agreement of individual and service needs particularly following classroom observations.
- To maintain personal CPD (continuing professional development) records on an annual basis

Curriculum Development

There is the expectation that every tutor will assist the College by:

1. Identifying customer requirements.
2. Developing and planning their course accordingly after discussion with Managers.
3. Evaluating their courses and student relations.

Promotion and Advertising

To take part in promotion and advertising activities to assist the College in attracting potential students to their classes

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Students and potential students
All College staff

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)**EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities

	Date	Name
1. Date drawn up		
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated		