

## LONDON BOROUGH OF BROMLEY

### PERSON SPECIFICATION

**Title: Sessional Tutor**

**Grade: Dependant on Subject and Qualification**

**Department: Education, Health and Care Services**

**Section: Bromley Adult Education College**

**Post No: 14080**

**Reports to: Head of Centre/Head of Outreach**

#### SKILLS AND ABILITIES

- Has the ability to relate to learners as individuals and as a group
- Is able to work with people who have a wide variety of backgrounds, experiences and expectations
- Has an understanding of how adults learn

#### KNOWLEDGE

- Has the necessary subject knowledge
- Keeps up to date with current teaching methodology
- Keeps up to date with current trends in their subject area

#### EXPERIENCE

- Has the necessary educational background experience in their subject
- Has experience of teaching adults (desirable but not essential)

#### QUALIFICATIONS

- Has a Level 4 teaching qualification or is working towards a level 4 teaching qualification within one year of starting with Bromley Adult Education College
- Has a minimum GCSE English and maths or equivalent and appropriate ICT skills or gains within one year of starting with BAEC

#### SPECIAL CONDITIONS

Starting tutoring with Bromley Adult Education College is subject to:

1. Successful interview.
2. Clearance of the Health Declaration required for all employees of the Borough Council.
3. Possible satisfactory Disclosure and Barring Services (DBS) check.
4. Satisfactory references.
5. Participation in the appropriate induction process, i.e. general induction and teaching induction .

Continuing tutoring with Bromley Adult Education College subject to:

1. Successful completion of the one-year probationary period, including obtaining at least a Level 4 teaching qualification, if not held prior to appointment.
2. Meeting the definition of a successful course (including course and tutor profile).
3. Successfully fulfilling the tutor's job as detailed in the job description and person specification above.
4. Attendance at a minimum of at least one BAEC Staff Development event during each academic year.