



London Learning Consortium  
Tel: 0208 7744040  
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Web: www.londonlc.org.uk

# CLASSROOM TUTOR

## Job Description

**Job title:** Classroom Tutor

**Responsible to:** Operations Manager

**Pay Scale:** £21.50 to £24 per hour (Freelance)

### 1. Job Purpose:

To provide learning programmes for specified target groups, using appropriate methods to promote learning and achievement.

To carry out associated activities related to the preparation, delivery and assessment of learning programmes.

### Duties and Responsibilities:

1. To plan, prepare and deliver lessons within a curriculum range across multiple venues.
2. Identifying the needs of learners and adapt teaching methods accordingly
3. Preparation of course materials
4. To prepare a differentiated scheme of work and make it available to the Operations Manager and Lead Tutor
5. Preparing differentiated course and or lesson plans appropriate to the size and type of learner group and make available to the Operations Manager and Lead Tutor.
6. Setting, marking, assessing and recording of learner's work in a prompt and timely manner with meaningful feedback and correction of spelling and grammar.
7. To ensure a suitable induction programme is delivered to learners.
8. To comply with the quality assurance procedures for course delivery and operation.
9. To keep up to date with awarding body requirements for taught courses
10. To complete all registers in a timely and efficient manner in line with the current procedure.

11. To ensure all courses have relevant up to date materials on LLC VLE.
12. To undertake such staff development as may be agreed with the Director of Operations; Operations Manager and or Lead Tutor to ensure the development and quality of programmes
13. To negotiate learning goals along with setting realistic outcomes with all learners and record these on the Individual Learning Plan.
14. Carry out learner reviews and action planning as required.
15. To assist in the enrolment and sign up of learners as required.
16. To complete and maintain relevant documentation in an accurate, organised and timely manner
17. To contribute information and attend internal and external meetings as required.
18. To recognise and record learner progress, achievement, progression and destination.
  
19. To ensure equality of opportunity for all learners, by removing barriers to learning, encouraging learner autonomy, taking into account cultural diversity.
20. To assess learners and give regular, clear and constructive feedback on their progress
21. On completion of the course to provide a review of the course to the Operations Manager and Lead Tutor.
22. To take part in team meetings including standardisation, training and professional updating.
23. To arrive punctually.
24. To leave the teaching area in a suitable condition for the next class.
25. To take responsibility for the Health and Safety of learners and comply with Health and Safety requirements within the work area and report any concerns to the staff responsible for the site.
26. To facilitate access to appropriate accreditation and progression pathways.
27. Undertake other duties as directed by the Operations Manager and Lead Tutor commensurate with the post
28. To liaise professionally with LLC Training staff as well as any Work Programme staff from outside Organisations.

**Role Context:**

All staff at LLC are expected to:

- Work within the context of our core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with LLC policy and procedures, particularly with respect to Human Resources policies and procedures, equality and diversity policies and procedures and the LLC's Health and Safety at Work policies and procedures.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Abide by the LLC's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.

**Personal Specification:**

CATEGORY	REF	CRITERIA DESCRIPTION	METHOD OF ASSESSMENT
<b>1. Skills and Abilities</b>			
Essential	1.1	To have proven and effective communication skills	Application/Interview
Essential		Proven Grade 2 or better consistent teaching grade	Application/Interview
Essential	1.2	To be a team player with good interpersonal skills	Application/Interview
Essential	1.3	To have good time management and organisational skills	Application/Interview
Essential	1.4	To have the ability to identify and disseminate good practice	Application/Interview
Essential	1.5	To have up to date IT skills particularly in relation to e-learning	Application/Interview
<b>2. Qualifications and Training</b>			
Essential	2.1	To hold a relevant qualification/or substantial vocational experience Ideally in more than one subject/discipline	Application/Verification of original certificates
Essential	2.2	To be a qualified to at least DTLLS and IFL registered	Application/Verification of original certificates
Desirable	2.3	To hold a Functional Skills Qualification	Application/Verification of original certificates
Desirable	2.4	To hold an Assessor qualification	Application/Verification of original certificates



Stepping up to the challenges of lifelong learning

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		or willing to gain	on of original certificates
Essential	2.5	To hold an Internal Verifiers qualification or willing to gain	
<b>3. Attitude/Disposition</b>			
Essential	3.1	To have a commitment to excellence in teaching and learning	Application/Interview/References
Essential	3.2	To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the Centre	Application/Interview
<b>4. Other Requirements</b>			
Essential	4.1	To have the initiative to work well on own and to be an effective team player	Application/Interview
<b>6. Experience</b>			
Desirable	5.1	To have current and relevant industrial/vocational experience	Application/Interview
Essential	5.2	Teaching experience	Application/Interview