

# Lancashire County Council

Job description for the post of: Tutor					
Directorate: ACS			Location:		
Establishment or team:		Lancashire Adult Learning		Post number:	
Grade:	TSP 5	Line manager:	Curriculum Leader	Car user:	No
Staff responsibility: N/A		Number of staff directly supervised: N/A		Which business plan covers this post? Lancashire Adult Learning	
<p><b>Core Purpose</b></p> <p>Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.</p> <p><b>Corporate Objectives</b></p> <p>Lancashire a place where people can</p> <ul style="list-style-type: none"> <li>• Feel safe</li> <li>• Lead healthy lives</li> <li>• Get help if they need it</li> <li>• Learn and develop</li> <li>• Work and prosper</li> <li>• Travel easily and safely</li> <li>• Enjoy a high quality environment</li> </ul> <p><b>The purpose of this job is:</b></p> <p>Deliver high quality teaching and learning to a diverse variety of learner cohorts within a wide range of venues</p>					
<p><b>Core tasks</b></p> <p>1. Carry out teaching duties as per conditions of service:            For full-time contracted tutors, the working year is made up of 1476 working hours, of which:</p> <ul style="list-style-type: none"> <li>• 800 hours will be contact time in the classroom or learning environment</li> <li>• 344 hours will be spent on duties associated with teaching such as course preparation, initial assessment of students, preparing sessions, assessment, and completing administrative duties such as register completion and monitoring of individual learning plans</li> <li>• 332 hours will be spent on other duties</li> </ul> <p>For fractional tutors (e.g. 0.8) each figure is adjusted to the appropriate fraction.</p> <p>For hourly paid tutors, the hourly rate of pay for teaching covers:</p> <ul style="list-style-type: none"> <li>• 1 hour of contact time in the classroom or learning environment</li> <li>• 0.429 of an hour spent on duties associated with teaching such as course preparation, initial assessment of students, preparing sessions, assessment, and completing administrative duties such as register completion and monitoring of individual learning plans</li> </ul>					

2. Plan and deliver high quality, appropriate and relevant learning activities which meet group and individual needs:
  - Prepare effective programmes of learning
  - Ensure that individual learner needs are identified and met
  - Assess and record learner progress and achievement
  - Undertake relevant duties in relation to external assessment and accreditation
  - Ensure that the quality assurance system is applied to all courses delivered, including:
    - compliance with all LAL policies and procedures
    - collection and collation of learner feedback
    - completion of course level review
  - Ensure all relevant administrative duties are undertaken, including enrolments, registers, learner records, and assessment
3. Ensure that, within the classroom or learning environment, duties as specified in the Health and Safety Policy document are carried out so that a safe and secure environment for learning is provided
4. Liaise as appropriate with the relevant manager in relation to all aspects of the course(s) being delivered
5. Ensure that classes begin and end on time and that appropriate people are informed of any changes to the schedule
6. Maintain professional status and participate in mandatory staff development and meetings as required.
7. Participate in an annual review of work which will include maintaining and sharing personal and development records.
8. Conform with all policies and procedures
9. Ensure equality of access and opportunity to all learners. All staff will:
  - Work to recognise and eliminate bias and stereotyping
  - Promote good practice
  - Ensure knowledge of and compliance with current legal requirements through attendance at relevant briefing events
  - Ensure that all contraventions of the Equality and Diversity policy are challenged and reported
10. Promote good working relationships that foster learning
11. Undertake any other duties within the scope of the current grading of the post as directed by the needs of the Service and specified by the Principal

<b>Prepared by:</b>	CMT	<b>Date:</b>	November 2010
---------------------	-----	--------------	---------------

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Lancashire County Council

Person specification form		
Job title: Tutor	Grade: TSP 5	
<b>Directorate:</b> ACS	Post number:	
Establishment or team: Lancashire Adult Learning		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
Level 4 or above Teaching Qualifications in line with current national standards for fully qualified teachers in the learning and skills sector or willingness to work towards	E	AP
Subject knowledge to relevant level	E	APP
Mandatory qualifications for teaching the subject specialism	E	APP
Assessor award	D	APP
Verifier award	D	APP
Literacy and numeracy qualifications at level 2 or above or willingness to achieve these.	E	APP
<b>Experience</b>		
Experience of teaching adults	E	APP/INT
Working within the lifelong learning sector	D	APP/INT
Experience of delivering community based provision	D	APP/INT
Experience of delivering accredited provision	D	APP/INT
Working in relevant programme areas (e.g. Personal development, community development, work-based learning etc)	D	APP/INT
Working with diverse learner groups (e.g. LLDD, SFL, Family learning)	D	APP/INT
<b>Knowledge, skills and abilities</b>		
Design of high quality learning experiences	E	INT/TASK/REF
Ability to prepare effective SOW, lesson plans, ILPs etc	E	INT/TASK
Ability to prepare high quality learning materials	E	INT/TASK
Ability to assess and monitor progress & achievement	E	INT/TASK
Knowledge of issues in post 16 education and training in relation to lifelong learning	D	APP/INT
<b>Good IT skills</b> including use of ILT, internet and e-mail	E	APP/INT
Excellent literacy & numeracy skills	E	APP/INT
Excellent communication and interpersonal skills	E	INT
<b>Other</b> (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Institute for Learning membership for tutors teaching on publicly funded provision	E	A, I
4. Commitment to attendance at work	E	I
5. Willingness to work varied & unsocial hours	E	I
6. Willingness to participate in staff development	E	A, I
7. Willing to work in a range of locations	E	A, I
8. Driving license and use of vehicle or ability to travel to delivery locations across	E	A, I
<b>Prepared by:</b> CMT		<b>Date:</b> Nov 10
<b>Note:</b> We will always consider your references before confirming a job offer in writing.		

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

#### **CONFIDENTIAL**

Team/Establishment	Lancashire Adult Learning
Post/Job title	Tutor
Description of main activities the employee will be required to undertake (or attach job description)	
Form completed by: (print name) CMT	

#### **A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving Lancashire County Council Vehicles or transporting others in own vehicle (to include <b>only</b> those driving HGVs over 7.5 tons, PCVs, minibuses (i.e. requiring MIDAS qualification) and anyone regularly transporting, as part of their normal duties, more than 3 other persons).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

If employees require advice concerning any of the risks identified, they should consult with their Line Manager.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Line Manager/ Name of Headteacher (please print)</b>		Curriculum Leader	
<b>Signature:</b>			
<b>Telephone Number:</b>	01257 276719	<b>Date:</b>	November 2010

## Directorate Core Values

<b>Adult &amp; Community Services Directorate</b>	<b>Children &amp; Young People Directorate</b>
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• Everyone is unique and should be treated with respect.</li> <li>• Working in partnership is more effective than working alone.</li> <li>• People who use our services, and their carers, should be fully involved in decisions about their lives.</li> <li>• Everyone has a right to free access to information.</li> <li>• Our services should respond to the diversity of our local communities.</li> <li>• Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services.</li> </ul>	<p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• the role of parents, carers and everyone who has parenting responsibilities;</li> <li>• what children, young people and their families want to tell us;</li> <li>• the power of people working together to achieve common aims;</li> <li>• good public service;</li> <li>• the richness of our diverse communities and cultural heritage;</li> <li>• the essential contribution which education and learning make in improving the lives of children and young people; and</li> <li>• the creative contribution made by children and young people to their communities.</li> </ul>
<b>Environment Directorate</b>	<b>Office of the Chief Executive Directorate</b>
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• develop and maintain safe and effective transport systems;</li> <li>• support and protect Lancashire’s people and businesses;</li> <li>• improve the quality of Lancashire’s environment and quality of life for the people of Lancashire;</li> <li>• help regenerate Lancashire’s urban and rural areas; and</li> <li>• plan a better, more sustainable future for Lancashire.</li> </ul>	<p>Our core values are:</p> <ul style="list-style-type: none"> <li>• governance;</li> <li>• corporate working;</li> <li>• partnership working;</li> <li>• community leadership;</li> <li>• communication; and</li> <li>• service delivery.</li> </ul>
<b>Resources Directorate</b>	
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• satisfy the council’s customers within the legal and financial restrictions placed on us;</li> <li>• support and develop our staff;</li> <li>• increase the extent to which we aim for, measure and improve service performance and standards;</li> <li>• help build strategic capacity for the county council;</li> <li>• maintain good governance;</li> <li>• support partnership working;</li> <li>• maintain consistency across the whole of the county council;</li> <li>• understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and</li> <li>• promote efficiency and value for money.</li> </ul>	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> <li>• ideas flourish and participation is the norm;</li> <li>• communication, feedback and praise go in all directions;</li> <li>• everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do;</li> <li>• processes are a framework, not a straitjacket; and</li> <li>• managers are treated with respect and treat everyone with respect.</li> </ul>