

Job Description: Sessional Tutor

Job Purpose:

To plan, prepare and teach courses for adults within the WEA programme of work, as agreed with the appropriate Course organiser. To carry out the administrative tasks required in each programme area. To provide appropriate learner feedback and support and educational advice and information where necessary, and to create an appropriate and welcoming atmosphere for learners.

Main Duties and Responsibilities:

As Course Tutor you are required to carry out the following duties in the context of the WEA's policies and practices, particularly Equality and Diversity, Health and Safety and Data Protection, and those of any host organisations, including informing learners of their obligations:

1. Plan deliver and report on your course, using methods and materials appropriate to the learner group and course content. A Scheme of work/syllabus and lesson plans should be used for this and made available to the Course Organiser, class visitor or inspector when required.
2. Prepare/adapt appropriate teaching materials. (N.B Preparation time is implicit in calculations of tutor remuneration)
3. Identify/assess the needs of learners and if necessary adapt course content and delivery style to meet these needs. Where a course is inappropriate for a learner direct them to another course or provider. Deal appropriately with individual learner support needs, using the appropriate forms and recording the required evidence as per the guidelines provided. Advice or assistance can be provided by the Course Organiser or Regional Office.
4. Comply with the WEA policy on Equality and Diversity so that all learners are treated with respect and dignity in an environment in which a diversity of backgrounds and experience is valued. Deal with any harassment or discrimination issues that arise.
5. Discuss Learning Outcomes or moderation requirements with learners as the course proceeds.
6. Enable your learners to participate in the WEA by affording time for distribution of any relevant notices or information, and ensuring they know about the organisation and how they can become a voluntary member.
7. Liaise with Branch/Centre Head/Caretaker to be aware of venue, resources and administration, including procedures in case of fire and other health and safety issues.
8. Evaluate the effectiveness of learning. Assess learners' work where appropriate. Keep records of learners' progress and ensure learners are given feedback on their progress.
9. Offer advice on further learning and progression opportunities to learners as required.
10. Ensure that all required paperwork, including enrolment forms, learning outcomes forms, OCN and other registration forms and course registers, including the tutor's report and claim forms are completed and returned to the relevant office, within two weeks of the end of the course (It is vital for funding purposes that these documents are received promptly).
11. Attend relevant induction and training meetings as required by the WEA. It is essential that you attend at least one briefing event per year.
12. Where appropriate, attend moderation meetings.
13. Maintain contact with your Course Organiser, and inform her/him immediately of any changes, cancellations, or other significant problems. In an emergency please contact the Regional Office. Maintain contact and liaise with Branch or Partner organisation, where appropriate.
14. Represent the WEA throughout the course.
15. Any other duty which, from time to time, may reasonably be required to meet the needs of the WEA and the funders and is within the remit of this post.

PERSON SPECIFICATION

GENERAL

Skills

- Good communication skills.
- Able to lead the group in an informal but structured way.
- Able to work both independently and collaboratively.
- Able to motivate students and encourage participation.
- Able to design and deliver effective education/training.
- Able to promote Equal Opportunities in practice.
- Able to manage administrative tasks effectively.

Experience

- Understanding of Equal Opportunities issues and their relation to our work.
- Some teaching or group work experience, preferably with adults.
- Experience of designing courses and teaching materials.
- A qualification in the teaching subject offered or evidence of competence to teach it.
- Normally, a teaching qualification, preferably in adult education or training.

Personal Qualities

- Sympathetic to the aims and values of the WEA.
- Confident and enthusiastic.
- Prepared to work hard.
- Commitment to Equality and Diversity Issues

Additionally there are other specific requirements for some subject areas. These are listed below and on the following page.

ADDITIONAL REQUIREMENTS

WORKPLACE TEAM

Experience

- At least one years' teaching/training or other relevant experience.
- An understanding of the culture of the workplace/supportive of the aims of trade unionism
- A critical understanding of society and how it functions.

COMMUNITY TEAM

Experience

- At least one years' experience of teaching or group work with adults.
- An understanding and some experience of working class culture, or, where appropriate for specific projects, the culture of particular groups.
- A critical understanding of society and how it functions.

For both teams

Skills

- Able to work as part of a team.
- Able to motivate students with little confidence.

Skills for Life (Literacy, Numeracy, ESOL) Tutors

Skills

- Able to develop some of own learning materials to support delivery of the appropriate Adult Curricula
- Able to work with learners to construct and use individual learning plans

Experience

- Recent experience of working with Skills for Life learners
- Certified attendance of relevant core curriculum training or willingness to attend as soon as possible

- Relevant qualification preferred, e.g. City and Guilds 9281 series qualification, 9285 Certificate in Teaching Adults Basic Skills, TEFL, CELTA or DELTA qualifications for ESOL or willing to work towards specialist qualification as soon as possible
- Cert. Ed. or relevant PGCE or willingness to acquire appropriate adult teaching qualification.
- Skills for life tutors will be expected to commit to additional training to meet FENTO standards as new qualifications become more widely available.