

JOB TITLE:	Business Administration and Digital Skills Tutor
DEPARTMENT:	Universal Skills
REPORTS INTO:	Universal Skills Coordinator
ABOUT CITY LIT	
It is the Vision of City Lit to inspire passions and realise the ambitions of our students.	
OVERVIEW OF THE JOB	
<p>We are looking to recruit dynamic and innovative tutors who can plan, teach and evaluate Business Administration and Digital Skills courses for adult learners. The Centre for Universal Skills enables adults to acquire and develop the skills and competences everyone needs to participate fully in society, make progress at work and express themselves. We aim to develop the most in-demand common skills required for work and non-work life such as communication, problem-solving, analysing, decision-making and seeing the bigger picture.</p> <p>Our pedagogy reflects this intent so we promote task-based inductive learning that integrates these key skills into the classroom experience.</p>	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake teaching of classes in Business Administration and Digital Skills	<ul style="list-style-type: none"> • Undertake the teaching of online and/or in-class courses within the digital and workplace skills section of the Universal Skills Centre so that syllabus and course outline requirements are met • Facilitate learning in a creative and dynamic way that implements the curriculum intent and accurately reflects the advertised programme • Create schemes of learning, lesson plans and individual project briefs to fulfil course outlines. • Take responsibility for classroom administration, e.g. take registers and check students' enrolment status. • Keep up to date with subject knowledge and other issues relevant to the area of work. • Work co-operatively within the programme area team.
Assessment of Students	<ul style="list-style-type: none"> • Assess students' learning inside and outside the class and provide regular feedback to develop each student's learning • Carry out quality assurance procedures such as student self-assessment (IRLs), course reviews and evaluation
Other	<ul style="list-style-type: none"> • Use ILT as appropriate to facilitate learning, with guidance and support from e-learning advisors. • Develop, revise and use teaching materials that are creative and motivating to a diverse student group. • Advise students on progression routes to other courses • Attend relevant training / development events and meetings as required. • Carry out any other duties as appropriate to the post. • Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health & safety, equality & diversity and customer care.

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<p>Essential Qualifications</p> <ul style="list-style-type: none"> • Level 2 qualifications in both Literacy and Numeracy (or equivalent). • A teaching qualification and/or extensive background in teaching business administration and digital skills to adults <p>N.B. City Lit expects its teaching staff to be qualified to teach adults. We expect tutors who teach more than 50 hours a year to be qualified to Award in education and training level (or equivalent). If you do not have the appropriate qualification, you should be willing to obtain it within the timescales specified in City Lit’s Staff Development policy</p> <p>Desirable Attributes</p> <ul style="list-style-type: none"> • Can inspire students to achieve • Can raise the profile of your course(s) at City Lit • Can support the process of quality improvement and understand your role in it • Can communicate effectively and listen to others. • Work effectively as part of a team. • Share best practice and learn from other colleagues • Undertake continuing professional development • Have up to date knowledge, enthusiasm and interest for the subject. 	<ul style="list-style-type: none"> • Proven experience and success in teaching business administration with digital skills to adults, particularly Microsoft 365 • Demonstrable experience of teaching in a way that promotes student participation, progression and expression • Experience of facilitating the development of digital skills through imaginative and creative tasks particularly related to business administration • Ability to enable students to invest in their learning so they are aware of what they need to do to improve both within a class and over the length of a course • Knowledge of Zoom and ability to enable students to use online technologies to support their learning

Hours of Work:	Variable depending on course scheduling
Benefits:	£35.78 per hour inclusive of pro rata holiday entitlement and preparation time

