

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

<b>JOB TITLE:</b>	<b>Culture Tutor (s) (Talent Bank)</b>
<b>DEPARTMENT:</b>	<b>Culture and Humanities</b>
<b>REPORTS TO:</b>	<b>Tutor Coordinator</b>
<b>ABOUT CITY LIT</b>	
It is the Vision of City Lit to bring people together to enrich lives through learning	
<b>OVERVIEW OF THE JOB</b>	
We are looking to recruit dynamic and innovative tutors who can plan, teach and evaluate interdisciplinary Culture courses, online and/or face to face in our building in Keeley Street, Central London, meeting the learning needs of adult students in the programme area.	
<b>KEY AREAS OF RESPONSIBILITY</b>	<b>KEY PERFORMANCE INDICATORS (KPIs)</b>
In close collaboration with the tutor coordinator, and in accordance with the needs of the programme and your own expertise, develop and teach a course/s for adult learners	<ul style="list-style-type: none"> <li>• In collaboration with the Tutor Coordinator, undertake the development and planning of a course or courses in interdisciplinary culture.</li> <li>• Undertake the teaching of a course or courses in interdisciplinary culture.</li> <li>• Teach in a flexible and creative way that reflects accurately the advertised programme and meets the overall requirements of the curriculum offer.</li> <li>• Work co-operatively within the programme area team.</li> <li>• Provide and work to a course outline, schemes of learning, lesson plans and individual project briefs as required.</li> <li>• Take responsibility for classroom administration, e.g., take registers and check students' enrolment status.</li> <li>• Knowledge of cultural history, keeping up to date with subject knowledge and other issues relevant to the area of work.</li> </ul>
<b>Assessment of Students</b>	<ul style="list-style-type: none"> <li>• Assess students' learning during the class and provide feedback as required.</li> <li>• Carry out quality assurance procedures such as student self-assessment (Statements of learning), course review and evaluation procedures.</li> <li>• Take responsibility for students' progress and inspire them to re-enrol.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Use ILT as appropriate to facilitate learning, prepare ILT and audio-visual equipment for classes with guidance and support from e-learning advisors.</li> <li>• Advise students on progression routes to other courses etc.</li> <li>• Attend relevant training / development events and meetings as required.</li> <li>• Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health &amp; safety, equality &amp; diversity and customer care.</li> <li>• Can support the process of quality improvement and understand your role in it.</li> <li>• Share best practice and actively engage in continued professional development</li> <li>• Any other duties as appropriate to the post.</li> </ul>

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• A degree in relevant subject areas. A postgraduate qualification would be desirable although not essential.</li><li>• Knowledge of cultural history and up to date subject knowledge.</li><li>• Ability to plan imaginative and engaging courses, in collaboration with the tutor coordinator, understanding the interests and learning needs of the student cohort.</li><li>• Have a commitment to quality, health and safety, equality and diversity, customer care and safeguarding.</li><li>• Excellent communication skills.</li><li>• Ability to work collaboratively as part of a team</li><li>• Up to date knowledge, enthusiasm and interest for the subject</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience of teaching adult learners.</li><li>• A broad background in cultural studies.</li></ul>	<ul style="list-style-type: none"><li>• Level 2 qualifications in both Literacy and Numeracy (or equivalent).</li><li>• A relevant teaching qualification.</li><li>• Experience of teaching online (desirable).</li><li>• Experience of using zoom and Google Classroom or equivalent (desirable).</li></ul> <p>N.B. City Lit expects tutors who teach more than 50 hours a year to be qualified to teach Adults e.g. Level 3 Award in Education and Training (or equivalent). If you do not have the appropriate qualification you would ideally be willing to obtain it within the timescales specified in City Lit's Staff Development policy. This does not apply to tutors teaching less than 50 hours a year.</p>

HOURS OF WORK:	Variable depending on course scheduling.
----------------	--