

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

| <b>JOB TITLE:</b>  | Emergency First Aid Tutor  |
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| <b>DEPARTMENT:</b>   | Health and Wellbeing   |
| <b>REPORTS INTO:</b>   | Tutor Coordinator  |
| <b>OVERVIEW OF THE JOB</b>   |  |
| <p>We are looking to recruit a dynamic and innovative Emergency First Aid tutor who can plan, teach and evaluate our online and/or face-to-face courses, meeting the learning needs of students in the programme area.</p> |  |
| <b>KEY AREAS OF RESPONSIBILITY</b>   | <b>KEY PERFORMANCE INDICATORS (KPIs)</b>   |
| <b>Teach Emergency First Aid classes</b>   | <ul style="list-style-type: none"> <li>• Undertake the teaching of the accredited Emergency First Aid Course fulfilling the appropriate syllabus and accreditation requirements.</li> <li>• Teach in a flexible and creative way that accurately reflects 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 work, lesson plans and individual project briefs as required.</li> <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>• Develop, revise and use teaching materials that derive from a global perspective and that are relevant to a diverse student group.</li> <li>• Assess students' learning during the class, give them feedback and correct homework as required.</li> <li>• Carry out quality assurance procedures such as student self-assessment (Statements of learning), course review and evaluation procedures.</li> </ul> |
| <b>Other</b>   | <ul style="list-style-type: none"> <li>• Work closely with the wider Health and Wellbeing team contributing to the development and design of the provision through industry/subject knowledge and research.</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>• Take responsibility for classroom administration, e.g. take registers and check students' enrolment status etc.</li> <li>• Keep up to date with subject knowledge and other issues relevant to the area of work.</li> <li>• Advise students on progression routes to other courses etc.</li> <li>• Any other duties as appropriate to the post.</li> </ul>  |

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| KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED  | SKILLS/EXPERIENCE REQUIRED   |
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| <ul style="list-style-type: none"> <li>• Level 2 qualifications in both Literacy and Numeracy (or equivalent).</li> <li>• A qualification relevant to the subject being taught.</li> <li>• A teaching qualification (see below).</li> </ul> <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 (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> | <ul style="list-style-type: none"> <li>• Have experience of teaching adults in the subject specific area relevant to the post offered.</li> <li>• Can inspire students to achieve</li> <li>• Can raise the profile of your course(s) at City Lit</li> <li>• Have an understanding of and experience of promoting equality and diversity</li> <li>• Understand and have experience of promoting safeguarding, health and safety as appropriate to the role</li> <li>• Have an understanding of and experience of promoting excellent customer care.</li> <li>• Can support students to overcome barriers to learning.</li> <li>• Can support the process of quality improvement and understand your role in it.</li> <li>• Can communicate effectively and listen to others.</li> <li>• Can work in a collaborative way.</li> <li>• Work effectively as part of a team.</li> <li>• Share best practice and learn from other colleagues</li> </ul> |

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| <b>Hours of Work:</b> | Variable depending on course scheduling (Term time only) |
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