CITY LIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	Icelandic Tutor
DEPARTMENT:	Languages
REPORTS TO:	Tutor Coordinator

ABOUT CITY LIT

It is the Vision of City Lit to bring people together to enrich lives through learning

OVERVIEW OF THE JOB

We are looking to recruit a dynamic and innovative Icelandic Tutor who can plan, teach and evaluate Icelandic courses, from beginner level to advanced, meeting the learning needs of students in the programme area.

KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake teaching of classes in the Languages Team	• Undertake the teaching of a class or classes in Icelandic, fulfilling any syllabus requirements. • Teach in a flexible and creative way that reflects accurately the advertised programme and meets the overall requirements of the curriculum offer. • Work co-operatively within the programme area team. • Provide and work to a course outline, schemes of learning, lesson plans and individual project briefs as required. • 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. • Develop, revise and use teaching materials that derive from a global perspective and that are relevant to a diverse student group. • Inspire students to achieve supporting them in overcoming barriers to learning
Assessment of Students	• Assess students' learning during the class and provide feedback as required. • Carry out quality assurance procedures such as student self-assessment (Statements of learning), course review and evaluation procedures. • Take responsibility for students' progress and inspire them to re-enrol.
Other	• Use ILT as appropriate to facilitate learning, prepare ILT and audio-visual equipment for classes with guidance and support from e-learning advisors. • Advise students on progression routes to other courses etc. • Attend relevant training / development events and meetings as required. • 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. • Can support the process of quality improvement and understand your role in it. • Share best practice and actively engage in continued professional development • Any other duties as appropriate to the post.

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KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
• Excellent communication skills. • Ability to work collaboratively as part of a team • Up to date knowledge, enthusiasm and interest for the subject • Can support students by means of differentiating a lesson appropriately.	• Level 2 qualifications in both Literacy and Numeracy (or equivalent). • Advanced level of verbal and written Icelandic, with the ability to converse at native speaker level. • A relevant teaching qualification. • Experience of teaching languages, ideally to groups of adults. • Experience of teaching online (desirable). • Experience of using zoom and Google Classroom (desirable). 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 Level 3 Award in Education and Training (or equivalent). If you do not have the appropriate qualification you'd ideally be willing to obtain it within the timescales specified in City Lit's Staff Development policy.

HOURS OF WORK:	Variable depending on course scheduling