

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	Mah Jong Tutors (Talent Bank)
DEPARTMENT:	History, Politics, Philosophy & Science Department
REPORTS TO:	Tutor Coordinator

OVERVIEW OF THE JOB

To plan, teach and evaluate courses face-to-face to meet the learning needs of students in the games programme area, supporting adult learners to overcome barriers to learning.

KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake teaching of classes	<ul style="list-style-type: none"> Undertake the teaching of classes (face-to-face) in the above mentioned area. 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 registers, check students' enrolment status and perform other forms of classroom administration. Keep up to date with subject knowledge and other issues relevant to the area of work. Develop, revise and use inclusive teaching materials that derive that are relevant to a diverse student group.
Assessment of Students	<ul style="list-style-type: none"> Assess students' learning during the class and provide feedback as required. Conduct initial and summative assessment and provide records of achievement for the department.
Other	<ul style="list-style-type: none"> Prepare and use ILT and audio-visual equipment for classes as appropriate to facilitate learning with guidance and support. 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. Any other duties as appropriate to the post.

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none"> Can inspire students to achieve. Take responsibility for students' progress and inspire them to re-enrol. Have an understanding and experience of promoting equality and diversity, safeguarding, health and safety, and excellent customer care. 	<ul style="list-style-type: none"> Demonstrable experience of teaching your subject to adults or groups of adults. A qualification relevant to the subject being taught. Level 2 qualifications in both Literacy and Numeracy (or equivalent). Effective verbal and written communication skills.

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<ul style="list-style-type: none">• Can support students to overcome barriers to learning.• Can support the process of quality improvement and understand your role in it.• Can communicate effectively and listen to others.• Can work in a collaborative way.• 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">• Effective interpersonal skills.• A relevant teaching qualification.• Experience of teaching face-to-face.• Experience of using VLEs, e.g. Google Classroom (desirable).• Can support students by means of differentiating a lesson appropriately. <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 Level 3 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>
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Hours:	Variable depending on course scheduling.
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KEY STAKEHOLDERS/CONTACTS
<ul style="list-style-type: none">• Head of Programme: History, Politics & Science• History, Politics & Science team• HR team