JOB TITLE:	Maths for Life 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

We are recruiting a dynamic and creative tutor to join the Centre for Universal Skills team to teach and develop the following maths course. The successful candidate will have:

- Up-to-date knowledge and understanding of the entry 3 level maths skills needed by someone in their daily life
- Be highly adept at enabling students to develop these skills though a participatory task-focused approach.

This is a year long course divided into three enrolment periods. Students can join the class throughout the year.

The Centre for Universal Skills enables adults to acquire and develop the skills and competences everyone needs participate, progress and express themselves in a modern democratic society. We aim to develop the most in-demand common skills required for work as well as non-work life such as communication, problem-solving, analysing, decision-making, attending to detail and seeing the bigger picture. Our pedagogy reflects this intent so we promote task-based inductive learning that integrates these key skills into the classroom experience.

Successful applicants will also join our pool of tutors to be offered other work as appropriate.

KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake teaching of classes in the Maths section of Universal Skills	• Undertake the teaching of online and/or in-class courses within ~~in~~ the maths section of the Centre Universal Skills so that syllabus and course outline requirements are • 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. • Attend relevant training / development events and meetings as required • Work co-operatively within the programme area team.
Assessment of Students	• Assess students' learning inside and outside the class and provide feedback as required. • Carry out quality assurance procedures such as student self-assessment (ILPs) course review and evaluation procedures.
Other	• 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 etc.

	• 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
Essential Qualifications • Level 2 qualifications in both Literacy and Numeracy (or equivalent). • A teaching qualification and/or extensive background in teaching maths to adults 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 Desirable Attributes • 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 and enthusiasm and interest for the subject.	• Experience and success in teaching maths skills and behaviours at Entry 3 level including on non-accredited courses which promote the math skills needed inside and outside work. • Ability to create classes that promote student *participation, progression and expression* and encourage learners to develop their confidence in maths and interpret the world mathematically. • Ability to facilitate learning through a task-based inductive approach that encourages students to learn and reflect through performing tasks which promote collaboration, problem-solving, analysing and decision-making. • Can create an imaginative and dynamic learning environment which priorities practical comprehension and enables students to grasp and use key mathematical concepts and skills. • An ability to create an environment that encourages adults to invest in their learning and assessment while ensuring they are aware of what they need to do to improve and they are focused on achieving this improvement. • Skilled practitioner in online teaching with Zoom (or similar platform). • Have an understanding of and experience of promoting equality and diversity. • Can respond to a range of learning needs within a single class. • Can support students to overcome barriers to learning. • Have an understanding of and experience of promoting excellent customer care • Understand and have experience of promoting safeguarding, health and safety as appropriate to the role.

KEY STAKEHOLDERS/CONTACTS
• HR team • Universal Skills Team • All staff across the organisation

Hours of Work:	Varied dependant on course (see above).
Benefits:	35.78 per hour inclusive of pro rata holiday entitlement and preparation time. Generous pension scheme, as well as other staff discounts.

Closing date:	To apply please follow the link provided which will take you to our online portal: https://isw.changeworknow.co.uk/citylit/vms/e/careers/search/new Closing date: 25th July 2021 (23:59) Interview date: 10th – 13th August 2021