

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

<b>JOB TITLE:</b>	Norwegian Tutor
<b>DEPARTMENT:</b>	Languages
<b>REPORTS TO:</b>	Tutor Coordinator
OVERVIEW OF THE JOB	
To plan, teach and evaluate courses, from beginner level to advanced, face-to-face and/or online to meet the learning needs of students in the programme area, supporting adult learners to overcome barriers to learning, and providing high level quality learning experiences.	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake teaching of classes in the Languages Team	<ul style="list-style-type: none"> <li>Undertake the teaching of a class or classes in Norwegian, fulfilling any syllabus requirements.</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>Keep up to date with subject knowledge and other issues relevant to the area of work.</li> <li>Develop, revise and use teaching materials that derive from a global perspective and that are relevant to a diverse student group.</li> </ul>
Assessment of Students	<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> </ul>
Other	<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>Any other duties as appropriate to the post.</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> </ul>

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none"> <li>A relevant teaching qualification.</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</p>	<ul style="list-style-type: none"> <li>Advanced level of verbal and written Norwegian, with the ability to converse at native speaker level.</li> <li>Experience of teaching Norwegian, ideally to groups of adults.</li> </ul>

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<p>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>• Level 2 qualifications in both Literacy and Numeracy (or equivalent).</li><li>• A qualification relevant to the subject being taught.</li><li>• Have up to date knowledge, enthusiasm and interest for the subject.</li><li>• Undertake continuing professional development.</li><li>• Have an understanding and experience of promoting Health &amp; Safety, Equality &amp; Diversity and customer care.</li></ul>	<ul style="list-style-type: none"><li>• Can support students by means of differentiating a lesson appropriately.</li><li>• Experience of using Zoom for teaching online (desirable).</li><li>• Experience of teaching face-to-face.</li><li>• Experience of using VLEs, e.g. Google Classroom (desirable).</li><li>• Can inspire students to achieve.</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>• Share best practice and learn from other colleagues.</li><li>• Can raise the profile of your course(s) at City Lit.</li><li>• Take responsibility for students' progress and inspire them to re-enrol.</li><li>• Can communicate effectively and listen to others.</li><li>• Can work in a collaborative way, and effectively as part of a team.</li></ul>
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## KEY STAKEHOLDERS/CONTACTS

- Languages team
- HR team
- All staff across City Lit