

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

<b>JOB TITLE:</b>	Python, Artificial intelligence (AI) and Machine Learning tutors (all levels)
<b>DEPARTMENT:</b>	Visual Arts
<b>REPORTS INTO:</b>	Head of Programme for Business and Technology

## OVERVIEW OF THE JOB

Undertake the teaching of a class or classes (online and/or face-to-face) in the subject area, fulfilling any syllabus and accreditation requirements.

Teach in a flexible and creative way that reflects accurately the advertised programme and meets the overall requirements of the curriculum offer.

Provide and work to a course outline, schemes of work and individual project briefs as required.

Use ILT as appropriate to facilitate learning prepare ILT and audio-visual equipment for classes with guidance and support from e-learning advisors. Develop, revise and use teaching materials that derive from a global perspective and that are relevant to a diverse student group.

Assess students' learning during the class, give them feedback and correct homework as required. Take responsibility for classroom administration, e.g. take registers and check students' enrolment status etc.

Keep up to date with subject knowledge and other issues relevant to the area of work. Advise students on progression routes to other courses etc. Carry out quality assurance procedures such as student self-assessment (Statements of learning), course review and evaluation procedures 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.

KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Create an outstanding student experience	<ul style="list-style-type: none"> <li>Have an understanding of and experience of promoting excellent customer care.</li> <li>Can support students to overcome barriers to learning.</li> </ul>
Contribute to quality improvement	<ul style="list-style-type: none"> <li>Can support the process of quality improvement and understand your role in it.</li> </ul>
Help their team produce outstanding results	<ul style="list-style-type: none"> <li>Work effectively as part of a team.</li> <li>Share best practice and learn from other colleagues</li> </ul>
Keep learning and improving	<ul style="list-style-type: none"> <li>Undertake continuing professional development.</li> <li>Have up to date knowledge and enthusiasm and interest for the subject.</li> </ul>
Committed to City Lit's success	<ul style="list-style-type: none"> <li>Can inspire students to achieve</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> </ul>

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<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.</li> <li><i>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</i></li> </ul>	<ul style="list-style-type: none"> <li>Have a qualification relevant to the subject being taught.</li> <li>Have experience of teaching adults in an area relevant to the programme area.</li> <li>Have a relevant teaching qualification.</li> <li>Have demonstrable knowledge of the subject to be taught.</li> </ul>

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*(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.*

**HOURS OF WORK:**

Variable depending on courses