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JOB TITLE:	Python Tutors (All Levels) Talent Bank
DEPARTMENT:	Business and Technology in the School of Skills, Employability and Wellbeing
REPORTS INTO:	Head of Programme for Business and Technology

OVERVIEW OF THE JOB	

To plan, design, teach and evaluate courses face-to-face, online and/or hybrid 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	• 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 teaching materials that derive from a global perspective and that are relevant to a diverse student group.
Student Assessment	• Assess students' learning during the class and provide feedback as required. • Conduct initial and summative assessment and provide records of achievement for the department. • Maintain student progress notes and complete end of course documentation including individual student reports. • Carry out quality assurance procedures such as student self-assessment (ILPs), course review and evaluation procedures.
Other	• 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 REQUIRED	SKILLS/EXPERIENCE/ATTRIBUTES REQUIRED

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- A relevant teaching qualification.

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 should be willing to obtain it within the timescales specified in City Lit's Staff Development policy.

- Level 2 qualifications in both Literacy and Numeracy (or equivalent).
- A qualification relevant to the subject being taught.
- Have up to date knowledge, enthusiasm and interest for the subject.
- Have an understanding and experience of promoting Health & Safety, Equality & Diversity and customer care.
- Undertake continuing professional development.

- Experience of teaching Python, ideally to groups of adults.
- Can support students by means of differentiating a lesson appropriately.
- Experience of using Zoom for teaching online (desirable).
- Experience of using VLEs, e.g. Google Classroom (desirable).
- Can inspire students to achieve.
- Can support students to overcome barriers to learning.
- Can support the process of quality improvement and understand your role in it.
- Share best practice and learn from other colleagues.
- Can raise the profile of your course(s) at City Lit.
- Take responsibility for students' progress and inspire them to re-enrol.
- Can communicate effectively and listen to others.
- Can work in a collaborative way, and effectively as part of a team.

HOURS:	Variable depending on course scheduling.