

Community Learning MK –Tutor

JE Code: JE1287

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** | |
| **Service** | Education Sufficiency, Access and Attendance |
| **Reports to:** | Curriculum Manager |
| **Job Family** | Education |
| **Grade:** | B |
| **Political restricted** | N |
| **Date:** | May 2023 |

**Key Deliverables**

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| **1.** | To support learners who have learning difficulties and/or disabilities |
| **2.** | To support and assist in the teaching of Language, Literacy or Numeracy to adults |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Experience of working with adults and understand the barriers to learning for adults with literacy, numeracy, ESOL needs |
| **2.** | Educated to GCSE level in Maths and English with a good general education and possess excellent English language skills and functional IT skills |
| **3.** | Understanding of the implications of working for an Equal Opportunities employer |
| **4.** | Well organised, ability to manage workload effectively, self-motivated and able to work independently using own initiative as well as working as part of a team sharing skills, knowledge and information |
| **5.** | Have a flexible and proactive approach that supports and meets individual learner needs, ability to work with a diverse range of groups and individuals putting learners at the centre |
| **6.** | Knowledge of safeguarding and Prevent policies and procedures |



Job Family

Education

Grade B

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Education family job holders work directly with learner and adults in an academic or related setting.  They support the work of the wider team by engaging with those under the Council's duty of care, and under the supervision and/or direction of teaching professionals and service management teams.

**Role Characteristics**

At this level job holders use their management authority and/or professional knowledge and experience to make substantive decisions about not only individual learner, but about the in-service service they oversee, leading a team and working closely with teaching colleagues and service management.

**The knowledge and skills required**

At this level, the expertise that underpins job holders’ decisions and authoritative recommendations will almost always be evidenced by a combination of formal, certificated education and extended experience in a scholastic or other education setting.

Jobs at this level which do not require quite the in-depth theoretical knowledge described above will offset this with higher levels of financial responsibility and/or personal impact factors such as physical effort or more difficult working conditions. One to one interaction with learner will involve assisting them with physical activities that require some precision. This might include such activities as art, writing, tool or computer use.

Computer use is also a day to day feature of these roles.

**Thinking, Planning and Communication**

Job holders will be taking a forward-thinking approach to ensuring the welfare of their team, individuals and groups, taking responsibility for assessing their specific needs and devising and delivering appropriate activities and interventions for their benefit. They will make ongoing judgements and appraisals and contribute to learner - centred development programmes.

With many issues and problems being escalated to the job holders they will need developed advisory, guiding and persuasive skills to handle small scale, but difficult and potentially contentious situations. Encouraging individuals and groups of learner to engage appropriately in both formal and informal service settings will require the exercise of both the authority vested in the post and the necessary communication skills to persuade others to conform to behavioural expectations.

**Decision Making and Innovation**

Job holders will have considerable freedom to manage their own work and that of their team. They will of course adhere to service policies and procedures but will have responsibility for shaping their service’s response to the needs of varied groups of learner, as well as the individuals they work with on a one to one basis. Using their initiative to deal with problems and issues, they will solve most day to day problems independently, without recourse to managers for anything but particularly serious problems.

**Areas of Responsibility**

Job holders will be required to make formal judgements and assessments of learner’s well- being and academic and social development. Job holders will personally devise and implement activities and interventions to learner’s direct benefit, both individually and in groups.

Job holders will have direct responsibility for the management of a small team of other staff. This will include attendance, appraisal, training and other formal elements.

There will be no significant financial responsibilities beyond the occasional handling of small amounts of cash.

Some jobs will have formal responsibility for the safe use and basic maintenance of vehicles, equipment or other physical resources, but all will share responsibility for record keeping relating to individual learner.

**Impacts and Demands**

Job holders will be required to walk/stand for a considerable proportion of their working time and will periodically need to exert considerable physical effort in discharging their duties.

Job holders will be responsible to ensuring the welfare of the learner in their care, in doing this they will need lengthy periods of sensory attention to observe the activities in the area they cover.

At this level, meaningful learning related interactions with learner are an essential component of the job. As personal working relationships are forged, it is inevitable that job holders will require enhanced emotional resilience to deal with learner and the ongoing significant emotional demands that this brings.

With the focus of the role firmly on the activities of learner, there will inevitably be occasional exposure to unpleasant conditions. This might include dealing with bodily fluids and/or working in inclement weather.