

Job Profile Information: *Adult Community Learning Tutor: Digital Inclusion*

This supplementary information for *Adult Community Learning Tutor: Digital Inclusion* is for guidance for Job Zone 5 Level 2

Camden Way Category 4

This is a termly hour's contract – the rate is £28:45 per hour including planning and delivery.

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

Teach non-accredited beginner level Computing: Mouse and keyboard skills; Office applications; accessing information and services online including Universal Credit; employability; using tablets and mobile technology etc in community venues. Courses run termly, usually for 2 hours each week.

Example outcomes or objectives that this role will deliver:

- Develop and plan courses using course outlines, schemes of work, lesson plans and appropriate learning activities.
- Assess initial starting points and negotiate learning goals, create an individual learning plan.
- Monitor learners' progress through on-going formative assessment and record in a relevant manner. Employ and record end of course summative assessment.
- Create an environment conducive to the learning needs of 'return to learning' adults in a climate of equality of access and opportunity for all learners.

- Advise and support the learner onto progression opportunities, as appropriate including signposting learners to IAG services in local colleges and organisations.
- Basic administration, such as keeping student registers and attendance records.
- Compiling of high quality monitoring information for reporting purposes, including outcome data, satisfaction and feedback surveys and case studies.

People Management Responsibilities:

N/A

Relationships;

Internal:

- ACL Programme Manager – Digital Inclusion: line manager
- Deputy Head ACL: RARPA audits; session observations; staff development
- In-house tutor team, particularly other Digital Inclusion tutors: sharing resources, good practice
- Community Centre managers: accommodation, equipment, resources
- Information and research officer: data returns
- Volunteer: managing in-class support

Work Environment:

Classrooms within community learning centres and libraries – most equipped with printers, interactive whiteboards, laptops, wifi and IT support

Technical Knowledge and Experience:

- Essential: Experience of designing and teaching non accredited Computing at Entry levels in community settings to Ofsted requirements
- Essential: Teaching qualification, for example the Certificate or Diploma in Teaching Adults in the Lifelong Learning Sector (CTLTS/DTLLS), Preparing to Teach in the Lifelong Learning Sector (PTLLS) course or equivalent.
- Essential: Experience of working with learners from diverse backgrounds reflecting the population of Camden and the ability to promote equality and celebrate diversity
- Essential: Experience of working with vulnerable groups, including those experiencing mental and physical health issues, those at risk of homelessness, those with learning disabilities
- Essential: Experience of teaching adult learners with a range of differing experiences, levels of English language, backgrounds and skills
- Essential: Experience of working in provision subsidised by the Education and Skills Funding Agency (ESFA)
- Essential: Experience of working to the expectations of the Common Inspection Framework and have been graded consistently good or better during formal observations
- Essential: Awareness of safeguarding, Prevent, Health & Safety policies and effective practices
- Essential: Ability to use technology to enhance learning
- Essential: Excellent administrative, communication and personal organisation skills
- Essential: The ability to 'think on your feet' and use initiative to deal with the challenges of working out in the community

- Essential: Excellent interpersonal and team working skills
- Desirable: Ability to speak a community language is an advantage

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

Camden ACL Team Structure 16/17

