



## **JOB DESCRIPTION Comberton Village College**

**Job Title:** Part time Adult Tutor

**Reports to:** Adult Education Manager

### **Job Purpose:**

To deliver a high quality and inspirational teaching programme for adult learners which takes account of the learners' individual needs, interests, skills and aptitudes in order that they achieve their goals and progress in their learning.

### **Principal Accountabilities**

1. To plan and deliver an appropriate learning programme to include a scheme of work for each term.
2. Provide learners with clear aims and objectives for each session.
3. Conduct an initial and ongoing assessment process so that learners are aware of and involved in assessing their progress and the achievement of their learning goals.
4. Provide documentary evidence in relation to assessment of learners, where required.
5. Use a variety of teaching methods and styles, which promote inclusive learning and encourage learner feedback and involvement in the learning process.
6. Ensure that adults learn in a safe environment free from oppression and discrimination.
7. Draw to the attention of the centre manager/ co-ordinator any issues of health and safety and comply with the health and safety requirements.
8. Develop strategies with learners to improve retention and achievement.
9. Undertake professional development relevant to the post and undertake such other duties as may from time to time be required.