



Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: Part time ACL Tutor
Responsible to: Curriculum Manager
Accountable to: Curriculum Director

Job purpose

To contribute to the teaching and administration of the department and related duties as required by the Curriculum Manager.

Key responsibilities

- Teach students enrolled on a range of courses as assigned by the Curriculum Manager.
- Operate within the Quality Assurance framework.
- Manage courses or parts of courses as required including administration and organisation.
- Assess students by the formal or informal methods required by external examining bodies and internal procedures.
- Contribute to curriculum innovation, development and implementation.
- Continue their own personal and professional development through a range of activities, including research and industrial updating in the areas of both subject knowledge and teaching methods.



Specific Duties Teaching

- Plan for the delivery of a quality teaching programme and use schemes of learning and lesson plans provided by the department in line with the College standard.
- Facilitate learning by selection of material and methods appropriate to student needs and course level to deliver a flexible learning programme.
- Provide students with feedback and guidance to support their learning and enhance their knowledge of progress within the constraints of assessment confidentiality.
- Ensures appropriate classroom standards and resources to support teaching and learning.

Management

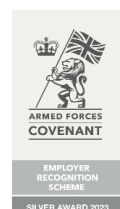
- Lead other staff assigned to teaching duties on courses for which the postholder has been assigned responsibility.
- Administer appropriate records, registers and timetables, so that they are accurate and available on demand to college administration and external agencies.
- Assist with other administrative and promotional tasks, as required by the Curriculum Manager to support courses or programmes.
- Organise resources for effective teaching administration and assessments.
- Administer necessary Health and Safety procedures.

Assessment

- Give verbal and written feedback and evaluation of Learners progress and progression using the RARPA process and paperwork

Curriculum

- Participate in curriculum reviews, innovation and change in response to college or external agency needs or demands.
- Develop the curriculum through leadership or co-operation in development activities related to courses for which the post holder has been assigned responsibility.
- Implement curriculum change resulting from innovation and development.

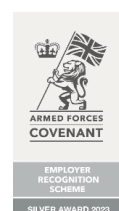


Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste



Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Degree or equivalent in subject area or recent relevant practical experience
- Teaching qualification (QTLS preferred)

Experience and knowledge

- Previous teaching experience
- Commitment to and experience of team working

Skills and abilities

- Excellent interpersonal skills
- Demonstrate ability to negotiate student action plans
- Ability to communicate well at all levels
- Presentation skills
- Ability to work under pressure and to deadlines
- Problem solving ability
- Flexible approach to work
- Commitment to equality of opportunity
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults

Updated July 2025

