

Family Learning Tutor Job Profile

Job Title: Family Learning Tutor PERM

Job Grade: Level 3, Zone 1

Salary Range: £36,141 – £40,817 Pro rata (0.8 FTE)

About Camden

'Camden is listening to everyone, including you. We're giving a platform to people inside and outside our community. Because, we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the team/service

Camden Adult Community Learning provides learning opportunities across the borough of Camden, in community settings, schools children centres and libraries. Our role is to:

- encourage and support adults of all ages and backgrounds to make their first steps back into learning
- work in close partnership with local community organisations and groups, enabling us to reach those most in need and least likely to engage
- provide the highest quality teaching and learning and progression routes for all our learners

Our work is underpinned by inclusive learning and approaches that recognise the diversity of our community.

The family learning team work under the ACL umbrella, consisting of 5 programme areas covering, Digital Inclusion, Community Development, Health and Wellbeing, ESOL and Family Learning. The family learning program has a number of family learning tutors, an Early Years Co-ordinator and a Creche Co-ordinator, who manages a team of creche staff. The family learning team work closely with each other to plan and manage the family learning programmes and progression for the learners. We are a very caring team and go over and beyond to meet community and learner needs.

About the role

This is a fantastic opportunity for an experienced Tutor to teach accredited and non-accredited Family Learning courses in schools, children centres and community venues. The courses run termly, usually 10 weeks at 2 hours per session. The post holder will develop and plan courses using course outlines, schemes of work, lesson plans and deliver engaging, high quality learning activities. The role entails assessing initial starting points and negotiating learning goals to enable the post holder to monitor learners' progress through on-going formative

assessment and record in a relevant manner, with opportunities for progression offered to the families. The post holder will be supported by the Family Learning manager and will be offered all Service CPD and training opportunities, including lesson observations. The post holder will be expected to comply with the Service's Quality procedures, including RARPA requirements.

About you

To be considered for this vacancy it is essential the successful candidate has the following:

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) or AET (Award in Education & Training) course or equivalent.

- Previous demonstrable experience of developing, designing and teaching non accredited family learning at Entry levels in community settings, primary schools and children's centres to Ofsted requirements.
- A wealth of experience working with learners from diverse backgrounds reflecting the population of Camden, coupled with the ability to promote equality and celebrate diversity.
- Experience of planning and delivering classes which meet the needs of learners with a range of differing experiences, levels of English language, backgrounds and skills.
- Excellent communication skills (both written and verbal) with intermediate to advanced knowledge of Microsoft Office packages
- Possesses excellent personal organisation skills. You will be used to 'thinking on your feet' and have excellent problem-solving and team-working skills.

Work Environment:

This role is based across Camden in various children's centres, Schools, libraries and community venues, with some outdoor events. We teach term time only but run some activities over the school holidays. We have weekly team meetings and can sometimes work from home when we are not teaching. We are a supportive team and work closely together to ensure a curriculum that meets the needs of the families we work with.

People Management Responsibilities:

None

Relationships:

- ACL staff
- School staff
- Nursery staff

- Children centres
- Community venue staff
- Staff in local community organisations
- Staff in relevant Council services

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG