

## Job Profile

**Job Title: Adult Community Learning Tutor: Health & Wellbeing – Sewing**

**Job Grade: Job Zone 3 Level 1**

**Salary Range: This is a termly hours contract – the teaching rate is £33.29 per hour (including planning, delivery and annual leave allowance).**

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to 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 (ACL) aims to provide learning opportunities within our local neighbourhoods, working closely with community partners. We aim to bring together adults, often of different ages and backgrounds, by helping them to pursue an interest, address a need, gain a new skill or become healthier. The Sewing teacher will work within the ACL Health & Wellbeing team.

### About the role

The job role is to teach non-accredited beginner level Sewing to Ofsted requirements, in community venues. Courses may be targeted at specific groups e.g. Carers or 60+. We are working in partnership with a wide range of community groups to meet needs they have identified. Courses run termly, usually for 2.5 hours each week.

- The tutor will be responsible for planning courses using our templates for course outlines, schemes of work and lesson plans. They will assess initial starting points and individual needs and develop individual learning plans with learners. Throughout the course they will monitor and record learners' progress and give developmental feedback.
- The tutor will 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. They will advise and support the learner onto progression opportunities, as appropriate including signposting learners to IAG services in local colleges and organisations.
- The role includes basic administration, such as keeping online student registers and enrolment records, as well as completing course documents and providing end of course reports including short case studies.

## About you

- Essential: Experience of designing and teaching non-accredited Sewing courses for beginners in community settings
- Essential: Initial teacher training qualification – PTLLS or Level 3 AET - or be working towards attaining this
- Essential: Awareness of the Education Inspection Framework and how Ofsted inspect publicly funded provision
- 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 adults, such as those experiencing mental and physical health issues, those at risk of homelessness, those with learning disabilities
- Essential: Awareness of safeguarding, Prevent, Health & Safety policies and effective practices
- Essential: Ability to use technology to enhance learning and to deliver online classes when required
- 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 in the community
- Essential: Excellent interpersonal and team working skills

## Work Environment:

Classes will be delivered in community centres in Camden. Planning and administration can be carried out at home or from our office base at 5 Pancras Square.

## People Management Responsibilities:

None

## Relationships:

- ACL Programme Manager – Health & Wellbeing: line manager
- Deputy Head ACL: staff development and quality assurance
- Tutor team, particularly other Health & Wellbeing tutors: sharing resources and good practice
- Community Centre managers and staff: accommodation, resources, centre procedures
- Research & Management Information Officer and team: data returns (enrolments, registers)
- Volunteers: managing in-class support (where available)

## 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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.