

## **Job Profile**

**Job Title: ACL Digital Inclusion Sessional Tutor**

**Job Grade: Zone 3 Level 1**

**Salary Range: £29.12 per hour inc A/L 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.

Camden Adult Community Learning (ACL) provides a route into learning for those adults most in need of developing their skills, whether that's to get a job, stay active and well, or become more involved in their local community. The pandemic has changed the way we live, work and interact forever, with more and more services moving online, and more jobs than ever requiring digital skills. Our vision is of a society where nobody is excluded because they lack the basic digital skills they need.

### **About the role**

As a tutor, you'll play a vital role in ensuring that Camden becomes a more digitally inclusive community. You'll be part of diverse and dynamic team with ambitions to expand our adult education offer. You'll work within local community organisations, libraries and learning centres, designing and teaching innovative 'first steps' digital skills courses which enable people to progress in their lives and careers. You'll be relentlessly learner-focused and will put the needs and aspirations of our Camden communities at the heart of everything you do.

### **About you**

1. Experience of planning, designing and teaching innovative, inclusive and participative 'first steps' digital inclusion courses within adult community education settings.
2. Experience of teaching some of the following: Using digital devices, digital communication and transacting, online safety and security, Microsoft Office applications, Creative Digital Media, Employability.
3. Experience of completing and producing accurate and timely Schemes of Work, Individual Learning Plans (ILPs), session plans, and shared teaching and learning resources.
4. Experience of RARPA processes to assess learning and to monitor progress and achievement through Initial, Diagnostic, Formative and Summative Assessments.
5. Experience of facilitating onward progression, providing high-quality Information Advice and Guidance (IAG), and signposting to further learning and employment opportunities.

6. Experience of teaching and assessing learning online.
7. Experience of teaching and assessing learning on Entry Level and Level 1 accredited courses.
8. Experience of creating an inclusive, safe and supportive learning environment for adult returners to learning.
9. Experience of working with adults with a range of support needs, including English as a second language.
10. A recognised UK teaching qualification, e.g. L3 Award in Education & Training (or PTLLS), L4 Certificate in Education & Training (or CTLLS), L5 Diploma in Education & Training (or DTLLS), or a PGCE.

**Work Environment:**

The role will include the flexibility to work from home, or from within our offices at 5 Pancras Square. Most teaching and learning will take place during the day in community venues across Camden. Some online teaching may be required, including in the evenings.

**People Management Responsibilities:**

No line management responsibilities.

**Relationships:**

You will be supported in your day-to-day teaching and development by the ACL Programme Manager for Digital Inclusion. This will include at least one Observation of Teaching, Learning and Assessment (OTLA) in your first few months. Other relationships include:

- Tutors within the Digital Inclusion team – for collaborating on continual improvement in teaching, learning and assessment.
- Digital Infrastructure Co-ordinator – for digital equipment and resources.
- Community Centre Managers – for venues, equipment, and maintaining outstanding partnership working.
- ACL Volunteers and/or Additional Learning Support Tutors – for learning support attached to specific learners.
- ACL Assistant Director – for staff CPD days, RARPA audits, and OTLAs.

**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**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**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,