

Job Profile Information: *Family Learning Tutor*

Starting Salary: £29.82 per hour

Job Grade: Level 3, Zone 1

This supplementary information for *Adult Community Learning Tutor: Family Learning* is for guidance for Job Level 3, Zone 1

Camden Way Category 4

This is a termly hour's contract – the rate is £29.82 per hour including planning and delivery.

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

Teach non-accredited family learning courses: working alongside schools and children's centres, planning workshops and courses to support parents/carers to create fun maths and English learning resources, to support their children in Key Stage 1 with learning at home. Supporting parents/carers in the Early Years to identify the 7 areas of learning and the importance of their role in working alongside the setting to support their children to learn/develop. Through the courses/workshops parents/carers will be supported to build their own confidence and resilience to progress into further learning opportunities for themselves and start their own learning journeys, as well as support their children to learn. One off workshops/rhyme times are run in Camden libraries to support parents understanding of the importance of reading/communicating with their child. You will also be expected to take part in one off workshops on family Funday events across Camden, in parks and community settings. Courses run termly, usually for 2 hours each week.

Example outcomes or objectives that this role will deliver:

- Develop and plan courses using course outlines, schemes of work, lesson plans and appropriate learning activities.
- Assess initial starting points and negotiate learning goals, create an individual learning plan.
- Monitor learners' progress through on-going formative assessment and record in a relevant manner. Employ and record end of course

summative assessment.

- 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.
- Advise and support the learner onto progression opportunities, as appropriate including signposting learners to IAG services in local colleges and organisations.
- Basic administration, such as keeping student registers and attendance records.
- Compiling of high quality monitoring information for reporting purposes, including outcome data, satisfaction and feedback surveys and case studies.

People Management Responsibilities:

N/A

Relationships

Internal:

- ACL Programme Manager – Family Learning: line manager
- Deputy Head ACL: RARPA audits; session observations; staff development
- In-house tutor team, particularly other Family Learning tutors: sharing resources, good practice
- Community Centre managers: accommodation, equipment, resources
- Information and research officer: data returns

Work Environment:

Classrooms within Primary Schools, Children's Centres, Community Learning Centres and Libraries. – Most are equipped with printers and interactive whiteboards.

Technical Knowledge and Experience:

- Essential: Experience of designing and teaching non accredited Family Learning in Primary Schools, Children's Centres, Libraries and community settings to Ofsted requirements
- Essential: Teaching qualification, for example the Certificate or Diploma in Teaching Adults in the Lifelong Learning Sector (CTLLS/DTLLS), Preparing to Teach in the Lifelong Learning Sector (PTLLS) course or equivalent.
- 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 groups, including those experiencing mental and physical health issues, those at risk of homelessness, those with learning disabilities
- Essential: Experience of teaching adult learners with a range of differing experiences, levels of English language, backgrounds and skills
- Essential: Experience of working in provision subsidised by the Education and Skills Funding Agency (ESFA)
- Essential: Experience of working to the expectations of the Common Inspection Framework and have been graded consistently good or better during formal observations
- Essential: Awareness of safeguarding, Prevent, Health & Safety policies and effective practices
- Essential: Ability to use technology to enhance learning
- 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 out in the community

- Essential: Excellent interpersonal and team working skills
- Desirable: Ability to speak a community language is an advantage

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility