



Community Learning Teacher

Job Description

Faculty / Department:	Adult and Community Development	
Responsible to:	Head of Learning	
Responsible for:	N/A	
Grade:	Salary: £26,661 - £34,653 per annum pro rata (Grade 3B-4A, SCP 26-38)	Hours: Proportional, Part-time, 0-6 hrs per week

Role Summary:
To deliver courses focusing on the development of family learning and employability skills. To teach the courses out in community settings in the Newcastle-under-Lyme and Staffordshire Moorlands areas for residents living in those areas. To promote further college-based courses with the learners on completion of the courses.

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> • Plan and teach family learning skills to enable parents to better support their family's wellbeing such as; healthy lifestyles, mental health, fitness, family finances, accessing community activities and services, managing children's behaviour and e-safety. • Plan and teach employability courses that prepare adult learners for work in various industries, develop the confidence and skills in English and Maths and prepare learners to progress further in their learning and steps to employment. • Carry out initial assessment, action planning and ongoing assessments, and to keep records of these processes using appropriate systems. • Work closely with partner organisations and college staff to plan and deliver courses. • Identify appropriate progression goals for students and to carry out necessary assessments and administrative procedures.

- Facilitate learner progression to further education, employment or volunteering.

Team Work

- To work closely with the other Departments, as well as with partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College an inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

This Job Description and Person Specification is accurate as at (August 2020). In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

PERSON SPECIFICATION

Community Learning Teacher

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Level 3 Award in Teaching and Education Level 2 English and Maths Safeguarding and Prevent training within the last 2 years 	A A A	<ul style="list-style-type: none"> Level 3 subject specialism 	A
Experience	<ul style="list-style-type: none"> Reasonable, recent experience of working with relevant targeted groups of learners Ability to motivate adults returning to learning Able to liaise with a range of individuals at all levels both inside and outside the College Experience of working effectively as part of a team An understanding and awareness of the need to retain and progress students An awareness and commitment to equal opportunity Up to date knowledge of the local area and 	A, I A, I A, I A, I A, I A, I		

	wider college provision			
Skills/ Aptitudes/ Competences/	• Excellent communication skills with the ability to engage effectively at all levels	A, I		
	• An imaginative approach towards teaching and learning	A, I		
	• Be adaptable and contribute to the whole range of Community Learning provision	I		
	• Demonstrable knowledge and understanding of Safeguarding and Prevent and their importance within the College	I		
	• Ability to plan and prioritise	I		
	• Effective time management skills	I		
	• Demonstrate commitment to and an understanding of equality and diversity	I		
Other	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.	I		