



## JOB DESCRIPTION

|                        |                                                                                                                                                                                      |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | English Tutor                                                                                                                                                                        |
| <b>Salary:</b>         | £25,000 - £29,000                                                                                                                                                                    |
| <b>Hours:</b>          | 35                                                                                                                                                                                   |
| <b>Contract type:</b>  | Permanent                                                                                                                                                                            |
| <b>Responsible to:</b> | Curriculum Manager                                                                                                                                                                   |
| <b>Job Location:</b>   | Greenbank College, Greenbank Lane, Liverpool L17 1AG<br>Note: employees are required to be flexible in their approach to working location and may be required to work at other sites |

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### Job Purpose

- To deliver outstanding teaching, learning and assessment to all students of English and provide teaching cover across the college as required.

### Main Duties and Responsibilities

- Develop and deliver high quality and inclusive courses of learning employing a variety of teaching and learning strategies to engage, stimulate and inspire students at all levels.
- Plan, maintain and develop excellent resources and course materials.
- Use the student support plans in place to design effective learning and promote achievement of each individual's personal and academic goals.
- Provide students with accurate and timely formative assessment and developmental feedback; this will include the role of a personal tutor.
- Ensure adherence to efficient student journey tracking in compliance with Greenbank's quality systems and funding body guidelines by monitoring, supporting and accurately recording student attendance, retention, performance and achievements in a timely manner.
- Provide accurate and timely management information as requested to support data collection and analysis.
- Maintain excellent subject knowledge by keeping abreast of developments in specialist field and undertaking regular professional development that reflects standards in the theory and practice of education and the use of information,

learning technology and other resources to stretch, challenge and meet students' individual learning needs.

- Safeguard and support the wellbeing of students, ensuring a consistent, constructive approach to dealing with student behaviour and responsibility for reporting child protection matters.
- Attend designated in house training sessions and any additional training recommended by the line manager.
- Work with colleagues in supporting the cross-College delivery of Functional and Employability Skills and Careers Education.
- To work as part of the College tutor team, sharing resource development, promoting good practice and attending regular team meetings.
- Actively support the achievement of annual Greenbank targets for student attendance, retention and success rates.
- Support Greenbank's mission and values and comply with all of its policies procedures and legislative requirements.
- Fulfil other duties assigned by Greenbank's senior management as may be required from time to time, including providing absence cover for colleagues, attending parent/carers evenings and supporting other College events.

This job description is an outline of the current main duties of the post and may be reviewed when relevant in line with the development of the organisation.

Greenbank is committed to safeguarding children and safer recruitment practices and will undertake all required Department of Education employment checks including those of the Disclosure and Barring Service.

Further information about the Disclosure and Barring Service can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Greenbank is an equal opportunities employer and applications are particularly welcome from disabled people.

*If you have subject knowledge and expertise in this area but don't yet have a teaching qualification, we would still welcome your application as it may be possible for you to undertake a teaching qualification alongside your employment.*

**Application forms available from**  
[www.greenbank.org.uk](http://www.greenbank.org.uk)

**or call 0151 733 7255**

# PERSON SPECIFICATION

**JOB TITLE: Tutor**

| <b>Essential</b>                                                                                                                                                                                            | <b>Evidence</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| A recognised teaching qualification – Certificate in Education or a PGCE                                                                                                                                    | A/O/I           |
| Level 2 in English and in maths                                                                                                                                                                             | A/I             |
| Proven experience of teaching and assessing in a college/vocational environment                                                                                                                             | A/I             |
| Relevant subject specific qualifications                                                                                                                                                                    | A/I             |
| Good working knowledge of qualifications awarding body procedures and the ability to match resources to student needs                                                                                       | A/I             |
| Excellent organisational, digital and written skills                                                                                                                                                        | A/I/O           |
| Understanding of national and legislative standards in the Further Education sector including the Education Inspection Framework (EIF) and ability to transfer this knowledge into other employment sectors | A/I/O           |
| Good assessment and diagnostic skills                                                                                                                                                                       | A/I             |
| Proven communication skills                                                                                                                                                                                 | A/I/O           |
| To be a team player and have the ability to work on own initiative                                                                                                                                          | A/I             |
| Awareness and understanding of Keeping Children Safe in Education                                                                                                                                           | A/I             |
| Positive attitude to equality and diversity and ability to demonstrate a commitment to the development of all students                                                                                      | A/I/O           |
| <b>Desirable</b>                                                                                                                                                                                            | <b>Evidence</b> |
| Experience of working with young people including those with special educational needs and disabilities                                                                                                     | A/I/O           |
| Hold appropriate assessor and internal verification qualifications                                                                                                                                          | A/I             |

Candidate's suitability will be measured by assessment in the following ways:

A – Application: I – Interview: O – Observation

**Note = check that include Personal Tutoring; include open evenings**