

## Job Description

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| <b>JOB TITLE:</b>         | <b>Sessional Language Tutor</b>  |
| <b>GRADE:</b>             | <b>Scale Point 4 – 6 (Qualified)</b><br><b>Unqualified Rate Scale Point 1 - 3</b>  |
| <b>POST NUMBER:</b>       | <b>TBC</b>   |
| <b>DIRECTORATE:</b>       | <b>Children’s Services</b>   |
| <b>SERVICE:</b>           | <b>Young Community Languages</b>   |
| <b>RESPONSIBLE TO :</b>   | <b>Curriculum Q&amp;A and Improvement Manager</b>  |
| <b>RESPONSIBLE FOR:</b>   | <b>A class of up to 15 learners</b>  |
|                           | <p><b>This post requires a DBS check</b></p> <ul style="list-style-type: none"> <li>• <b>Enhanced with Barred list check (Child Workforce)</b></li> <li>• <b>This post is not politically restricted.</b></li> </ul>   |
| <b>JOB SUMMARY:</b>       | <p>Provide high quality teaching, learning, assessment and support for young learners (5-18 years old) in a multi-lingual setting, including preparing learners for accreditation where required.</p> <p>To work effectively as a team with management and tutors.</p> <p>To ensure the curriculum is responsive to external drivers (e.g. Accreditation bodies, OFSTED) and is fit for purpose for young residents in the borough.</p> <p>To assist the service with a full range of curriculum development for the Young Community Languages programme of children and young people (5-18) years of age.</p> <p>To contribute to the promotion and development of a culture of community language learning in Tower Hamlets.</p> |
| <b>ROLE REQUIREMENTS:</b> |  |
| 1.                        | Deliver safe, high-quality teaching and learning as part of the Young Community Languages (YCL) service in the borough in community, education and Council settings.   |
| 2.                        | Tutor a group(s) of students including preparing 14–18-year-old learners for accreditation where required.   |

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| 3.  | Engage effectively with all quality improvement activities such as initial and diagnostic assessment, individual learning plans, schemes of work, lesson plans, learner reviews and progression, learning materials and all other quality improvement and course file documentation. |
| 4.  | Demonstrate good digital skills and be able to work digitally; creating and accessing shared documents, using learner management systems, and work digitally with students and team members and deliver classes remotely if needed (Microsoft Teams, Zoom, Online registers etc).    |
| 5.  | Contribute to the Young Community Languages service Annual Self-Assessment Report (SAR) process, the Quality Improvement Plan and the Service Development Plan.  |
| 6.  | Participate in the observation of teaching, learning and assessment process.   |
| 7.  | Complete teaching/classroom risk assessments.  |
| 8.  | Comply with professional standards and engage in Continuous Professional Development (CPD) and staff training programmes to improve the quality of teaching and learning and to raise standards of achievement.  |
| 9.  | Keep abreast of national and local developments with the curriculum area as well as up to date modes of delivery (including on-line and distance learning) in the Pre- and Post-16 sector and ensure its further developments in Tower Hamlets.                                      |
| 10. | Contribute towards the development of equality and diversity policies and practices, including GDPR, Health & Safety, Safeguarding and Prevent.  |
| 11. | Comply with professional standards regarding teaching and learning including attending meetings in line with the national CPD requirements.  |
| 12. | Work as/with the lead Language Tutor for the smooth running of YCL's Languages' classes and provisions, including ordering resources, equipment and any other requirements.  |
| 13. | Support the successful promotion of the YCL's through a range of publicity and marketing activities.   |
| 14. | Work with Managers to review curriculum delivery, achieve personal targets for enrolments, standards, retention and achievement.   |

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| 15.                               | Meet awarding body requirements for the delivery of verification and moderation of accredited programmes through the effective use of Young Community Languages' policies, plans and procedures.                               |
| 16.                               | Ensure full compliance with GDPR policy, process and procedure ensuring systems and procedures are followed for collection, retention and reporting of all types of data.  |
| 17.                               | Undertake any other duties required by the Service, which are commensurate with the grade and scope of the post.   |
| <b>CORPORATE RESPONSIBILITIES</b> |  |
| 18.                               | Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.   |
| 19.                               | Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.  |
| 20.                               | Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, which is inclusive of all disadvantaged groups.   |
| 21.                               | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. |
| 22.                               | Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.  |
| <b>PEOPLE</b>                     |  |
| 23.                               | To promote and safeguard the welfare of children and/or vulnerable adults you are responsible for or come into contact with.   |
| 24.                               | Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups   |
| <b>SERVICE</b>                    |  |
| 25.                               | To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme.   |

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| <b>PERFORMANCE</b>                      |   |
| 26.                                     | Work with the Curriculum and Services Managers to achieve personal targets for enrolments, retention and achievement.   |
| <b>OTHER CONDITIONS:</b>                |   |
| 27.                                     | To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme. |
| 28.                                     | To engage and develop all staff in the team to ensure they have clear personal development plans.   |
| 29.                                     | Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and Legislation.                              |
|   | To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.  |
| 30.                                     | To undertake additional duties that may arise from time to time commensurate with the grade of the post.  |
| <b>SPECIAL TERMS AND CONSIDERATIONS</b> |   |
| 31.                                     | To be able to work evenings and weekends, and different days with appropriate notice.   |
| 32.                                     | To have a DBS enhanced disclosure that is satisfactory to the Council for the performance of duties in this role.   |
| 33.                                     | To promote and safeguard the welfare of children and/or vulnerable adults you are responsible for or come into contact with.  |

## Person Specification

| Person Specification for the Post of Sessional Language Tutor |  | Essential (E) or Desirable (D) (if applicable) | Method of Assessment<br>A= Application Form<br>T= Test<br>I= Interview |
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| <b>Knowledge</b>  | <p>1. Detailed knowledge of the language as a native speaker and the ability to teach from beginners to advanced learners (5–16-year-olds).</p> <p>2. Aptitude for adapting/developing teaching methods to suit learner needs.</p> <p>3. Knowledge and understanding of current best practice in teaching and learning.</p> <p>4. Working knowledge of Safeguarding and Health &amp; Safety policy and practice, GDPR, EID (Ofsted, Education, Inspection, Framework).</p> <p>5. An understanding of a range of quality process that supports progression and achievement.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>   | <p>A+I</p> <p>A+I</p> <p>A+I</p> <p>A+I</p> <p>A+I</p>                 |
| <b>Qualifications &amp; Experience</b>                        | <p>1. A degree or equivalent level qualification studied in the language(s) taught.</p> <p>2. A nationally recognised teaching qualification commensurate with the post or evidence of undertaking appropriate study to gain such qualifications.</p>  | <p>E</p> <p>D</p>                              | <p>A</p> <p>A</p>  |

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|                                | 3. Experience of teaching children/young people in mixed ability groups in the U.K  | E | A+I |
|                                | 4. Experience of formal teaching in the subject taught.   | E | A+I |
| <b>Additional Requirements</b> | 1. Willingness to work outside normal contractual hours, including evenings and weekends with notice, unless there is a valid reason where this is not possible and to support occasional projects as required to meet service demands. | E | A+I |
|                                | 2. To comply with the requirement to carry out a DBS check on this role.  | E | A+I |

## **Appendix 1: Health and Safety responsibilities for: Chief Executive/Corporate Leadership Team Job Descriptions**

Health and safety responsibilities include:

- providing proactive and visible leadership in developing and maintaining a management culture promoting health and safety within the organisation through the formulation and implementation of the council's health and safety policy and supporting procedures.

## **Health and Safety responsibilities for: Corporate Directors (first tier) Job Descriptions**

Health and safety responsibilities include:

- ensuring the council's corporate health and safety policy is implemented within their directorate
- incorporating health and safety standards and objectives into service plans
- holding staff accountable
- allocating health and safety responsibilities and duties to managers within their directorate

- acting as, or nominating, a competent manager to act as health and safety champion
- ensuring staff receive adequate information, instruction, training and supervision
- cooperate with trade union/safety representatives

## **Health and Safety responsibilities for:**

### **Directors (second tier) Job Descriptions**

Health and safety responsibilities include:

- overseeing the translation of the council's health and safety policies, objectives and arrangements into operational practice within their respective directorate service areas.
- implementing corporate and directorate safety policies and supporting procedures within their service areas
- holding staff accountable
- ensuring risk assessments are carried out, reviewed and shared with all appropriate staff

## **Appendix 2: Health and Safety responsibilities for:**

### **Directors (second tier) Job Descriptions (contd)**

- ensuring staff receive adequate information, instruction, training and supervision
- cooperate with trade union/safety representatives

## **Health and Safety responsibilities for:**

### **Heads of Service/Departmental Heads (third tier) Job Descriptions**

Health and safety responsibilities include:

- arranging, where necessary, additional health and safety guidance and procedures to cover specific work activities, in addition to corporate arrangements
- holding staff accountable
- ensuring risk assessments are carried out, reviewed and shared with all appropriate staff

- ensuring staff receive adequate information, instruction, training and supervision
- cooperate with trade union/safety representatives and attend relevant meetings.

## **Health and Safety responsibilities for: Managers and Supervisors Job Descriptions**

Health and safety responsibilities include:

- being familiar with health and safety policies and procedures
- setting a positive example
- communicate health and safety policies and procedures to staff
- carry out, review and share risk assessments
- consider work-related violence, abusive or threatening behaviour in the planning and development of safe working systems and procedures
- ensure adequate first aid provision
- holding staff accountable
- ensuring staff receive adequate information, instruction, training and supervision

## **Appendix 3: Health and Safety responsibilities for: Managers and Supervisors Job Descriptions (cont)**

- cooperate with trade union/safety representatives and attend relevant meetings
- ensure work-related accidents/incidents are reported and investigated in line with procedures.

## **Appendix 3: Health and Safety responsibilities for: Staff Job Descriptions**

Health and safety responsibilities include:

- always ensuring that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy.