

Job Description and Person Specification

Job Title Tutor

Job Details	
Grade	5
Service	Skills, Employment & Adult Education Service
Location	Various across the city
Job Evaluation Code	A6211

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

To deliver high-quality educational programs to adult learners in community settings, facilitating their personal and professional development. The role involves planning, delivering, and assessing learning activities, while fostering a supportive and inclusive learning environment. See advert for details of curriculum areas required.

Key Responsibilities and Accountabilities

- Planning and delivering learning sessions using a variety of methods and approaches to support adult learners.
- Developing and implementing individual learning plans.
- Tracking and reporting on learner progress and achievement.
- Providing guidance and support to learners throughout their educational journey.
- Ensuring the learning environment is welcoming and conducive to learning.
- Preparing appropriate resources for individual and group learning activities.
- Providing the content for a written course information sheet and a scheme of work prior to the enrolment period.
- Undertaking enrolment duties in order to provide information and advice.
- Attending induction, pre-term meetings, and staff meetings as required.
- Undertaking the necessary administrative tasks relating to the course or programme. Maintaining course files and appropriate learner records.
- Assessing learners' work and progress and provide written assessments and feedback as required.
- Contributing to measures to improve the recruitment, retention, and progression of learners.
- Communicating with management and support staff to ensure the course runs effectively.

The post holder must comply with Coventry City Council's health and safety policy and in particular:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Key Relationships			
External:	West Midlands Combined Authority Skills England OFSTED Department for Work & Pensions	Internal:	Skills, Employment & Adult Education (e.g. Learner Services) Delivery Managers, Quality & Business Manager, Job Shop) Regeneration and Economy Directorate Marketing & Communications

Standard Information
Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. Smoke Free The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities. Training The postholder must attend any training that is identified as mandatory to their role.

Responsible for
Staff managed by postholder: Learning Support Assistants or Facilitators

Person Specification	
Requirements	
Knowledge	Understanding of barriers faced by adults to educational achievement and how they can be overcome.
Knowledge	Understanding of the subject area including current curriculum practice and issues.

Knowledge	Understanding of adult learning principles.
Knowledge	Understanding of effective learner assessment techniques and activities for individuals and groups.
Knowledge	Understanding of the process and the results of evaluating what a learner has achieved through their learning experience.
Skills And Ability	Assessing the learning needs of individuals and groups.
Skills And Ability	Developing comprehensive scheme of work, lesson plans and materials tailored to the needs of diverse learners.
Skills And Ability	Planning and developing learning materials to meet group and individual needs
Skills And Ability	Monitoring and evaluating learners' progress providing constructive feedback and support to help them achieve their goals.
Skills And Ability	Reviewing and reflecting on practice and make changes where appropriate.
Skills And Ability	Maintaining records and completing relevant administrative procedures.
Skills And Ability	Adapting to different work environments.
Skills And Ability	Willing to engage with CPD activities and attend staff development.
Skills And Ability	Promoting equity, diversity & inclusion in all aspects of work.
Skills And Ability	Understanding of safeguarding policies and be proactive in relation to safeguarding children and vulnerable adults.
Skills And Ability	Working with colleagues to share best practices and continuously improve the quality of learning provision.
Experience	Proven experience in teaching or tutoring, preferably in the adult and community learning sector.
Experience	Experience of developing the use of a range of ICT and multi-media resources.
Experience	Experience in mentoring or coaching other tutors or learners.
Experience	Experience in working with community groups or organisations to engage adults in learning opportunities.
Qualification	English and maths at Level 2
Qualification	Relevant subject specific qualifications required for the sector.
Qualification	Relevant teaching qualification at Level 3/4/5 depending on programme of study being taught (e.g., PGCE, Cert Ed, or equivalent).

Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Yes			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☐	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☒

Declaration			
Reviewed/Created By:	Howard Croft		
Job Title:	Senior Curriculum & Operations Manager	Date:	29/07/2025