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: **O**pen and fair: We are open, fair and transparent. **N**urture and develop: We encourage a culture where everyone is supported to do and be the best they can be. **E**ngage and empower: We engage with our residents and empower our employees to enable them to do the right thing. **C**reate and innovate: We embrace new ways of working to continuously improve the services we offer. **O**wn and be accountable: We work together to make the right decisions and deliver the best services for our residents. **V**alue and respect: We put diversity and inclusion at the heart of all we do.

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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

Coventry City Council

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 safe-guarding 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