



Job Description

Post	Health & Social Care Tutor
Reports to	Adult and Community Learning Manager
Hours	Part-time, term-time
Location	Royal Borough of Kensington and Chelsea (RBKC)
Salary	£31.18 per hour including 12.7% holiday pay

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. In 2019, a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021, we launched a new vision and values under the Horizon Plan, focusing on delivering social, environmental, and economic justice. Our new 3-year plan to 2028 builds on this transformation, embedding community-centred practices and tackling long-term inequality. We are home to 120 tenants, including 20+ charities and social enterprises, as well as green spaces, offices, sports centres, shops, and cultural venues.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting and enterprise opportunities here together with improvements to the public realm so that it is a place the tenants and community is proud of, and even more visitors can enjoy.

Job purpose

The primary responsibility of the Health & Social Care Tutor will be to design and deliver high quality learner centred teaching and assessment experiences. The role will encompass both the development and delivery of the Level 1 Award in Health and Social Care course to adult learners.

The main outcomes expected are:

- To contribute to the continuous development of the adult learning programme.
- To provide advice, guidance and support to learners.
- To support the Adult and Community Learning Manager, to achieve the Trust's strategic Objectives
- To meet the required Key Performance Indicators (KPIs) set by the Greater London Authority (GLA) and Royal Borough of Kensington and Chelsea (RBKC).

Principal accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility as by the nature of this role, the Tutor duties will develop in line with the needs of Westway Trust and the communities of North Kensington.

Teaching

- Deliver high quality sessions including theory and practical demonstrations.
- Lessons are well prepared, suitable resources are developed and marking and assessment is carried out to a high standard in a timely manner (including Scheme of Work and Lesson Plans)
- Appropriate diagnostics carried out to ensure learners are on the correct programme.
- Progress is monitored and tracked through one to ones and tutorials.
- Individual Learning Plans produced for all learners and termly Progress Reviews carried out and kept up to date.
- Learner attendance and punctuality is monitored and where this falls below expectations, suitable interventions are carried out.
- Work with team members to provide enrichment activities for learners.
- Registering new learners and running initial assessments during registration sessions (primarily during set registration weeks).
- To undertake regular and appropriate CPD as agreed with Line Manager, some of which will be mandatory such as Safeguarding and Prevent Training.

Administration

- To identify materials and equipment/resource needs to assist the provision of teaching and learning by students.
- Maintaining up to date course files and submitting accurate data on attendance and achievement within agreed deadlines.
- Preparing groups of learners for accredited assessment (exam or portfolio) & non accredited assessment (RARPA), marking assessments and taking part in internal moderation and/or consultation meetings with appropriate Trust staff.
- Providing feedback on appropriate documentation for example observation, IQA reports etc.
- To contribute and participate in the Trust's self-assessment and development plans.
- Running end of course evaluations and writing tutor end of course reviews.

General

- To comply with any reasonable request in relation to the adult learning programme made by the Trust.
- To comply with any Health & Safety regulations and, in particular, be familiar with the procedure to be adopted in case of fire and or other Health and Safety concerns e.g. Risk Assessments.
- To undertake appropriate individual training identified at review meetings through the line management process.
- To attend and participate in meetings, including management meetings, end of term tutor meetings and Westway Trust staff meetings.
- Attending training with Westway Trust and the Royal Borough of Kensington and Chelsea and keeping up to date with developments in adult learning.
- To ensure the security of both the classroom and any equipment borrowed or used.

Person specification

You will be an experienced and dedicated qualified Tutor who will be committed to working for a charity supporting and enhancing the lives of people in the local community.

Knowledge and Experience:

Essential

- Experience of teaching and assessing Health and Social Care qualifications in post 16/further education or adult education.
- Experience of teaching adult learners of mixed abilities and an understanding of appropriate teaching strategies in a similar role.
- Occupational competence/experience in health and social care setting.
- Awareness of differentiation and a commitment to inclusivity in your teaching and professional conduct.
- Experience of assessing and recording progress, both in accredited and non-accredited learning and supporting learners.
- Knowledge and experience of working with a variety of exam boards.
- Ability to provide sound support in offering information, advice and guidance to learners.

Desirable

- Understanding of the RARPA (Recognising and Recording Progress and Achievement in non-accredited learning) system.
- Experience in handling sensitive issues in relation to learner well-being.
- Experience of working/teaching refugees and or asylum seekers.

Personal Skills:

Essential

- The ability to plan programmes of work and develop creative, relevant activities that will facilitate learning.
- The ability to motivate and encourage learners with a variety of learning experiences and from diverse backgrounds.
- Excellent communication skills, both verbal and written and the ability to work as part of a highly collaborative team.
- An understanding of equality and diversity, safeguarding policies, health and safety and a commitment to putting them into practice.
- A flexible approach and a willingness to teach in a variety of community venues and to teach cover classes as required.
- The ability to take own initiative and find creative solutions to challenges faced.

Qualifications:

Essential

- A relevant qualification at Level 3 or higher in Health and Social Care or, equivalent relevant and recent experience.
- Either a full teaching qualification for working in adult learning (DTLLS, PGCE or DET) or, a willingness to work towards a teaching qualification.
- Previous experience in assessing and tutoring adult health & social care learners.
- Proven experience in adult education.
- A minimum GCSE English Grade C or equivalent.

The ideal candidate will demonstrate the Trust's Values— Courage, Equity, Integrity, Openness and Sustainability — at all times in their work and behaviours.