



Job Description

Job Title:	WEA Lead Tutor		
Business Unit:	Southern		
Grade:	4	FTE	0.5
Reports to:	Area Education Manager/Local Education Co-ordinator		
Direct reports:	Tutors		
Place of work:	Slough		
Purpose of the role:	<p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>The post holder will teach and manage a tutor team to deliver education provision in a specific area of a region. The postholder may have responsibility for identified specialist aspects of regional education provision, quality and teaching.</p> <p>The postholder will work closely with a range of internal and external stakeholders.</p>		

KEY AREAS OF RESPONSIBILITY

1. Lead a team of tutors, to include as required: observations of Teaching, Learning and Assessment (OTLAs), tutor performance management, tutor recruitment and tutor training and development.
2. Deliver WEA education, monitor programme quality of own and team's delivery with reference to curriculum and quality improvement plans and quality framework.
3. Develop curriculum resources including digital resources to support the quality and outcomes for students in their specialist area of delivery of teaching.
4. Plan tutor developmental opportunities locally and contribute regional plans for tutor training and development.
5. Identify potential new opportunities for developing provision including funding for new work.
6. Support student recruitment and local educational promotional activities.
7. Undertake such other duties as reasonably requested by your line manager.

To be used in conjunction with relevant Person Specification



Person Specification

Criteria	Essential (✓)	Desirable (✓)	Assessment Method (for recruitment only) A – application form I – interview T - test
Education & Qualifications			
Educated to degree level or equivalent		✓	A/I
Teaching qualification (minimum level 4)	✓		A/I
Teaching qualification (minimum level 5 in specialism)	✓		A/I
Assessor qualifications	✓		A/I
Subject qualification (level depends on subject)	✓		A/I
Experience			
Considerable experience of teaching subject and achieving high quality outcomes for students	✓		A/I
Experience of developing tutors to achieve quality outcomes for students	✓		A/I
Experience of working in membership or voluntary organisations		✓	A/I
Knowledge & Skills			
Highly effective tutor able to enthuse and inspire students to achieve beyond their expectations	✓		A/I
Effective communicator able to inspire other tutors	✓		A/I
Strong organisational and IT skills to support teaching and learning and organisation of provision	✓		A/I
Ability to support, mentor and coach tutors in order that they can reach their potential	✓		A/I
Effective communications skills including presentations and report writing	✓		A/I
Competencies			
Student and WEA values focused (Level 3)	✓		A/I
Achieves results (Level 3)	✓		A/I
Works collaboratively with others (Level 3)	✓		A/I
Manages self, learning and personal development (Level 3)	✓		A/I
Delivers excellent service (Level 3)	✓		A/I
Additional Requirements			
Comply with all the Association's Policies and Procedures, i.e. Code of Conduct, Health and Safety and Equality and Diversity Policy.	✓		A/I
Willingness to travel within the UK.	✓		A/I

To be used in conjunction with relevant Job Description