



The Mill Arts Centre has an established, high quality performing and visual arts focused creative learning programme. We are keen to develop this offer and are looking for enthusiastic and inspiring tutors to become part of our network.

We are particularly interested to hear from individuals who can offer the following disciplines:

- Yoga and other Wellbeing focused activities
- Singing
- Performing Arts: acting, dance and music

Post: Tutor
Reporting to: Programme & Marketing Manager

Overview of the Role To plan, prepare and deliver high quality teaching, learning and assessment that supports learners to achieve the best possible individual outcomes on their courses and undertake all relevant tasks which are required to facilitate excellent guided learning

Areas of Responsibility

1. Prepare and deliver guided learning:

- Produce appropriate schemes of work/lesson plans
- Promote the effective use of individual learning plans
- Teach classes; provide tutorials and other supervised learning as appropriate, produce resources.
- Promote and use technology to improve outcomes for students
- Support the development of Maths and English
- Review individual progress and revise course planning accordingly
- Meet minimum standards for retention and success.

2. Provide effective negotiated learning experiences which enable students to meet their goals within an inclusive environment that supports all individuals.

3. Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.

4. Provide general advice and information with reference to:

- Progression opportunities which include showcasing opportunities including The Mill's annual Student Exhibition and flipped learning.

5. Provide constructive feedback:

- Assess individual students' work in a timely way against comprehensive learning objectives
- Review and evaluate lessons and courses
- Facilitate the students' evaluation of progress and understanding of what is required to improve, including offering information, support and guidance regarding progression routes within and outside the organisation.

6. Attend meetings as required.

7. Assess, monitor and record students' progress – using Individual and group learning plans and record achievement.

8. Undertake mandatory Continuing Professional Development including regular graded observations of Teaching, Learning and Assessment. Participate actively in any individual improvement plan and achievement of performance targets.

9. Ensure accurate and up to date record keeping including:

- Register
- Individual Learning Plan/Record and other key information (relating to: retention, achievement and completion)
- Monitor and manage absence
- Facilitate on going and end of course evaluation

10. Actively support:

- Development and research of the programme
- Course promotion
- The Self-Assessment process
- The Resolution of Complaints
- Actively promote the Prevent Agenda, British values, Equality and Fairness in all work areas and activities.

11. Comply with and/or operate within:

- Health and Safety procedures
- Operate and Understand Safeguarding requirements
- Equality & Diversity requirements
- Data protection and Informational Governance (General Data Protection Regulations).

Person Specification

Experience

- To have appropriate subject expertise (essential)
- Have experience working with post 16 students.

Skills and Abilities

- A commitment to continuing personal development, and professional and subject specialist updating.
- A commitment to the promotion Equality and Diversity, and Prevent within all activities
- Competent the use of technology to facilitate learning and data reporting
- Ability to work in collaboration with colleagues and others
- Excellent communication and presentation skills
- Ability to travel to meet work commitments.
- Ability to plan and review lessons to improve outcomes for students.
- Ability to provide constructive and developmental feedback
- Ability to prepare, review and revise individual learning plans
- Ability to structure learning to maximise individual student success

Knowledge

- Subject knowledge as appropriate to the level of course to be taught
- Teaching and Learning in the Adult Sector
- Wider subject knowledge to support student progression

General

Rate of Pay: Our standard tutor rate is £25.00 per hour

To apply, please send a CV, and a covering e-mail outlining the type of class you would like to provide, to rhys.hopkin@oxfordshire.gov.uk

For an informal discussion about the roles available, please call Rhys Hopkin, Programme & Marketing Manager on 01295 227184.