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

**Post:** Tutor

**Reporting to:** Creative Learning Officer

**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.

**Abingdon & Witney College Sub-Contractors**. The Mill Arts Centre is sub-contracted with A&W College who generously help us fund our Creative Learning programme. Tutors will be required to follow A&W College registration, course planning, observations and evaluation procedures.

# 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
* 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 student exhibitions.

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 any 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

To apply, please send a CV and a covering email outlining the type of class you would like to provide to Laura Walker, Creative Learning Officer (**laura.walker@themillartscentre.co.uk**).