



## Job Description

<b>JOB TITLE:</b>	<b>Foundation Tutor</b>
<b>SALARY:</b>	<b>Academic Payscale T1 to T11</b>
<b>REPORTS TO:</b>	<b>Programme Manager</b>
<b>CAMPUS:</b>	<b>Berkshire College of Agriculture</b>
<b>JOB PURPOSE:</b>	To provide high quality teaching and assessment in the subject areas required, ensuring an excellent quality of education and training and actively encouraging and promoting student learning.

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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### **The main duties and responsibilities of the post include the following:-**

1. Effective delivery of a teaching programme within the areas of competence of the post holder paying due regard to student progression towards successful and value-added completion.
2. Regular assessment of student progress and preparation of appropriate progress reports.
3. Provide accurate and timely data and information including registers, withdrawals and transfers, assessment and examination results, progress reports.
4. Maintain student morale and discipline inside and outside 'the classroom' within the college site and in conjunction with College Management.
5. Keep abreast of Curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.
6. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.
7. Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development.
8. Support and encourage the Course Team's outreach and liaison work within the community and relevant organisations outside the college.
9. Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.



10. Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce; membership of networks as appropriate.
11. Develop and maintain links with industry/commerce within the overall framework of such links throughout the college.
12. Attendance at relevant parents/open evenings.
13. To play a proactive role in promoting the good name of Windsor College at all times.
14. Develop existing and/or new courses together with other members of the team/s.
15. Undertake course co-ordination responsibilities when required.
16. Any other duties commensurate with the grading of this post as may be required from time to time.

#### **NOTE**

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

Jan 26



## PERSON SPECIFICATION

### Foundation Tutor

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Relevant Degree or Level 3 Vocational Qualification in the subject area	✓		AF
An endorsed Teaching qualification or a willingness to work towards	✓		AF
TAQA / A1 and V1 awards or willing to work towards		✓	AF
A Level 2 qualification (GCSE A-C or equivalent) in English <b>(Please state this in your application form)</b>	✓		AF
A Level 2 qualification (GCSE A-C or equivalent) in Maths <b>(Please state this in your application form)</b>	✓		AF
<b>EXPERIENCE</b>			
Recent relevant professional experience in teaching	✓		AF / IV
Relevant and successful experience of teaching across a variety of levels and experience in SEND education		✓	IV
Experience of course development, improvement and tutoring		✓	IV
Experience of writing study programmes which satisfy the specifications laid out by different awarding bodies		✓	IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Ability to embed English and maths into curriculum	✓		IV
IT skills e.g. word, excel, power-point, email, databases	✓		AF
Ability to motivate students	✓		IV
Good administrative skills with the ability to organise work and meet deadlines	✓		IV
Flexible approach to work	✓		IV
Interpersonal skills to work with a range of stakeholders	✓		IV
Enthusiasm for teaching, learning and subject area	✓		IV

**KEY:**

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation