

## Part Time Teaching with ACRES (non-accredited courses)

### Introducing the Adult College for Rural East Sussex (ACRES)

ACRES is a consortium of Community Colleges serving the mainly rural areas of East Sussex and was formed in August 2005. The Community Colleges forming ACRES are Claverham (Battle), Hailsham, Heathfield, Uplands (Wadhurst) and Uckfield College.

We offer a wide variety of adult learning opportunities across the rural area of East Sussex to enable existing and new learners to access, participate, progress and achieve in high quality learning.



### ACRES' Mission, Vision and Values

#### Our mission

ACRES' mission is to enable the delivery of high quality adult learning opportunities which reflect the differing needs of the individuals and communities we serve.

#### Our vision

ACRES aim to be recognised as a successful and responsive facilitator of excellent adult learning opportunities for the rural area of East Sussex.

#### Our values

In support of our mission our core values which we aim to adhere to are:

- Respecting and valuing all learners and staff equally.
- Supporting all learners in achieving their personal learning goals.
- Ensuring that ACRES delivers its strategy by putting the needs of learners at the centre of all we do.
- Achieving and maintaining consistently high and professional standards in our provision.
- Maintaining an open, honest, accountable and fair approach in all our communications and dealings with staff, learners, partners and shareholders.
- Nurturing and developing partnerships within our communities to widen access to adult learning opportunities which enable people and communities to grow and flourish.
- Identifying and implementing new ways of making efficient and effective use of resources and contributing to sustainability.

## What We Do

We offer adult learning courses across East Sussex. Courses are held in community colleges and a range of community venues. One day workshop courses are held throughout the year. We offer courses to improve English and Maths skills, both GCSE courses and Functional Skills courses. Community learning forms a large part of our offer and includes a range of community based and outreach learning opportunities. These are designed to help people of different ages and backgrounds develop new skills, reconnect with learning or follow an interest. We also work with a number of partners across the area to provide bespoke courses.

## ACRES' Board

The strategic direction of ACRES is determined by the ACRES' Board, made up of the Principals of the Community Colleges and East Sussex County Council representatives, alongside the ACRES' Management team. The Board oversees ACRES and its activities.

## ACRES' Staff

The ACRES' Administrative, Leadership and Management Teams are based at our Head Office in Uckfield. Evening Centre Administrators are based in the colleges when classes are taking place. We employ approximately 70 tutors, delivering a range of courses. Additional Learning Support Tutors and Volunteers support learners, particularly in English and Maths courses.

## Our Learning Offer

We offer a wide range of courses to suit different interests and abilities:



## Creative Arts

These are for students of all abilities and provide a relaxing environment for discovering the joys of the creative process. Many of our tutors are practicing artists and crafts people, as well as qualified teachers, able to bring a depth of experience and knowledge to their teaching.

## Personal Development

We offer an extensive programme of Maths and English courses at a variety of different levels, times and locations. Subjects range from GCSEs to skills units. GCSE courses start in September with other English and Maths courses starting a couple of weeks later. Those planning on undertaking a GCSE or Functional Skills course will need to attend an interview before they join so that we can make sure the course is right for them.

We also offer English for Speakers of Other Languages (ESOL) which helps with English skills if people are living in the UK but do not have English as their first language.

As well as GCSEs, we offer various courses in First Aid, and the Level 3 Award in Education and Training.



### **New Skills and Knowledge**

A wide variety of courses are offered including Art History, Bee Keeping and Guitar.

We also offer a wide range of courses to suit different interests and abilities in French, Italian and Spanish and Mandarin. These range for beginners to advanced levels as well as short holiday language courses.

### **Health and Fitness**

Our courses are designed to provide a range of activities at a variety of levels, to improve health and wellbeing for everyday life in a supportive and fun environment.

### **How much teaching can I expect with ACRES?**

Teaching with ACRES is part time. Courses range from 1 day workshops to 30 week courses, dependant on the subject. 1 day workshops are generally between 3 hours and 6 hours in length. Course sessions are generally held once a week and are around 2 hours in length.

New tutors normally start with a small number of courses and then we build on this offer as appropriate.

### **Funding**

We receive funding from the Education and Skills Funding Agency which subsidises some of these courses.

### **Subject Expertise**

We expect tutors to have high levels of current subject knowledge, skills and expertise and applicants will be expected to have relevant subject qualifications or, where appropriate, demonstrate successful experience as a practitioner.

Tutors are generally expected to have expertise or qualifications at least one level above that of the course they are teaching. Tutors will need to keep their subject expertise up to date and seek to continually evaluate and improve.



## Support for Tutors

We are committed to offering a high level of support for tutors:

- The Business Development Team plans the structure of the curriculum, recruits tutors, assigns them to courses, provides suitable venues and resources, and markets the courses to ensure that ACRES meets the learning needs of the community it serves.
- The Learning and Development Team supports tutors to maintain high standards of teaching, learning and assessment. This is achieved through coaching and mentoring, observations of the learning experience, constructive, evaluative feedback, training and continuous professional development.

Included within the annual training programme is training in Safeguarding, Prevent Duty and Equality and Diversity.

New tutors employed by ACRES who do not hold a recognised adult learning teaching qualification are required to undertake the Level 3 Award in Education and Training' programme which we offer, within a year of teaching their first course with us. The course tuition is free and tutors pay for their nationally recognised certificate.

## Salary

For every hour that tutors teach, they will be paid an additional hour non-contact time as a contribution towards preparation and planning. For example, if a tutor teaches for two hours a week, they will be paid for four hours. The hourly rate is:

Single Status Grade	Hourly Rate (for the first year of teaching)
SS6 point 14	£9.85 – plus holiday pay

Tutors are paid monthly, in arrears. Tutor contracts are issued by East Sussex County Council. Each year, until a tutor reaches the top of their salary band, they will receive an incremental pay rise. Travel costs to and from courses and meetings are not paid.

## Pension

All tutors will automatically be enrolled in the Teachers' Pension Scheme. You may choose to opt out of the scheme. Once you have entered into the scheme all future tutor contracts of work will be subject to pension contributions. More details on the Teachers' Pension Scheme can be found at: <https://www.teacherspensions.co.uk/>

## Quality Assurance and Improvement

ACRES is committed to ensuring that learners have the best possible learning experience.

Tutors are responsible for the planning, delivery and evaluation of courses and are expected to keep the following records:

- Planning and Assessment
- Learners' Progress

Information, guidance, examples of good practice and appropriate course documentation are stored on Moodle (virtual learning environment) and tutors are given individual logins to access this.

We work within the Ofsted 'Common Inspection Framework' (CIF) on which both our internal self-assessment and external assessment is based.

## Quality Marks

- **Matrix Standard** - ACRES has been awarded the Matrix Standard for the quality of the information and advice we give to learners at enrolment. We offer free impartial information and advice to help people choose the right course for them.
- **Ofsted** – ACRES was last inspected in November 2017 and was recognised as maintaining our status as a ‘Good’ provider of adult learning.

## Safeguarding – Safer Recruitment Process

ACRES recognises its particular responsibility to safeguard the wellbeing of children, young people and vulnerable adults engaged in ACRES’ activities. All learners are entitled to a learning experience that takes place in a safe, healthy and supportive environment which is free from bullying, abuse, harassment and discrimination. We all have a responsibility towards ensuring everyone is safe from harm:

- ACRES – by providing an environment that promotes safeguarding.
- Staff – by helping to make the learning environment a safe place to learn and responding to concerns.
- Learners – by acting responsibly and reporting any concerns to members of staff.

## Staff Focus Group

We involve all staff proactively in the development and evaluation of ACRES and have established a focus group to help us do this. All staff are welcome to apply to be a member of this group which meets throughout the year, discussing specific topics, proposing ideas and jointly developing solutions.

## Viability of Courses

Just because a course is advertised does not mean it will be able to run. When we plan a course we agree minimum and maximum numbers of learners as appropriate to the subject and activities taking place. In order for a course to run it needs to reach its minimum number and decisions on whether a course will run or not are normally made between 1 and 2 weeks prior to the course start date (dependent on venue).

## ACRES Marketing

A range of marketing activities takes place throughout the year to promote courses, and tutors are invited to contribute any suggestions they may have to effectively promote their course or courses. Tutors will be provided with all marketing material, with ACRES branding

The ACRES’ website [www.acreslearning.org.uk](http://www.acreslearning.org.uk) contains listings of all courses offered and is updated regularly. Visit us on facebook:



Adult-College-for-Rural-East-Sussex

## Joining the ACRES’ Team

If you would like to join the successful tutoring team at ACRES, please complete the Staff Application Form, which can be downloaded from the ACRES’ website, and return, ideally by e-mail, or to the address given below.

ACRES’ website [www.acreslearning.org.uk](http://www.acreslearning.org.uk)

Email: [acres.vacancies@acres.org.uk](mailto:acres.vacancies@acres.org.uk)

Adult College for Rural East Sussex  
Uckfield College  
Downsview Crescent  
Uckfield  
TN22 3DJ

Telephone: 01825 761820

### What Happens Next?

- All applicants must complete and submit the ESCC application form to the address given on the form. CVs are not accepted.
- On receipt, your application will be sent to the appropriate Manager for consideration.
- If your experience, expertise and qualifications are suitable for teaching with ACRES, you will be invited for interview.
- At interview candidates will deliver a short micro-teach which will be followed by a formal interview.
- The appropriate Manager will confirm whether or not you have been successful in your application.

### Successful Applicants

- Successful applicants will be appointed subject to satisfactory completion of pre-employment checks, including:
  - DBS (Disclosure Barring Service) - If you already have a DBS check you may still be required to undertake one for ACRES. If you have lived abroad you may be required to undertake further employment checks and you will be notified of this if applicable.
  - All appointments are subject to receipt of satisfactory references.
  - Under the 'Asylum and Nationality Act 2006', you will be required to provide evidence that you are legally entitled to work in this country. This needs to include one of the following:
    - official confirmation of your National Insurance number on a 'P45', 'P60', former payslip or a letter from HM Revenue & Customs or other Government department
    - your current passport, or
    - your long UK birth certificate
  - Short UK birth certificates and national insurance plastic cards are not acceptable. Further information will follow at the interview stage.
- Following confirmation of appointment, your Business Development Coordinator will agree course details.
- On appointment to teach a specific course(s) you will be sent a letter or email detailing the course(s) agreed.
- When your first course is confirmed as running a letter of appointment and contract of employment will be issued.



# EAST SUSSEX COUNTY COUNCIL

## Job Description

Post Title:	Adult Learning Tutor (non- accredited provision) Part time
Location:	Regional venue to be specified
Grade:	SS6 (£18,950- £20,123) pro rata
Responsible to:	Business Development Lead and Learning and Development Manager

## Main purpose of the role

To ensure and provide high quality learning experiences for all learners enrolled on ACRES' adult learning courses. To undertake all relevant tasks which are required to support guided learning within ACRES. To work within the ACRES' Quality Assurance framework.

## Key tasks and responsibilities

1. Plan, prepare, present and evaluate courses(s) of learning for adult learners as set out in the letter of engagement to the agreed number of hours and weeks.
2. Comply with and contribute to the ACRES' Quality Assurance framework to ensure continual quality improvement and build on identified best practice. Participate in opportunities to contribute to the self-assessment process.
3. Actively participate in the course planning process by attending a Programme Planning meetings and any other meeting required to plan and maintain the quality of provision.
4. Create an effective learning environment to enable learners to achieve their learning outcomes and aspirations.
5. Effectively plan an agreed course and produce a Scheme of Learning outlining the whole course, including learner induction, and individual Lesson Plans for each taught lesson which indicate how the identified individual needs of learners will be met. Plan and ensure provision of appropriate resources. Provide a written evaluation of each session identifying any future actions required.
6. Ensure learners are safeguarded by complying with health and safety regulations including accurate and timely completion of the register and awareness of evacuation procedures. Produce risk assessments and health and safety guidelines as appropriate.
7. Give learners accurate and timely information and advice on internal and external progression opportunities.
8. Identify, record, monitor and evaluate individual learner progress from initial assessment through to summative and formative assessment using the relevant ACRES' assessment

procedures. Provide regular feedback to learners enabling them to jointly participate in the evaluation of their progress.

9. Maintain ACRES' course files ensuring they contain the required information and are available at each lesson.
10. Participate within relevant staff and curriculum meetings and undertake appropriate and identified continued professional development including undertaking appropriate professional qualifications within an agreed timescale and meeting any requirements for professional membership.
11. Liaise with relevant ACRES' personnel to ensure course effectiveness and a high quality student experience.
12. Ensure that learners are made aware of and participate in the opportunities to give regular feedback.
13. Apply consistently the principles of Equal Opportunities, as embodied in the County Council's policies and practices throughout the duties outlined above.
14. Undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.
15. Undertake any other tasks commensurate with the grading of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

Post Title: Adult Learning Tutor (non-accredited)

Location: Regional venue to be specified

Grade: SS6

	Criteria	Is it essential or desirable		Method of Assessment
		Essential	Desirable	
Key Skills & Abilities	Excellent communication and interpersonal skills to work with and influence people at all levels	<input type="checkbox"/>		Application Form/ Interview
	Ability to lead, develop and motivate students to achieve their identified learning aims	<input type="checkbox"/>		Application Form/ Interview
	Good record keeping skills to ensure progress and achievement can be monitored and evaluated	<input type="checkbox"/>		Application Form/ Interview
	An appropriate level of ICT skills to enable ICT to be effectively integrated within teaching	<input type="checkbox"/>		Application Form/ Interview
	Ability to self-reflect and assess own practice to continually improve	<input type="checkbox"/>		Interview
	Ability to adapt teaching and learning strategies and select resources in order to meet student need and act upon feedback	<input type="checkbox"/>		Interview
	Ability to work to, implement and provide basic advice and guidance on relevant organisational procedures, policies and practice	<input type="checkbox"/>		Interview
Education & Qualifications	Level 2 qualification in English and Maths	<input type="checkbox"/>		Application Form
	Relevant teaching qualification		<input type="checkbox"/>	Application Form
	Relevant curriculum qualification		<input type="checkbox"/>	Application Form
Knowledge	Expert current knowledge of relevant curriculum specialism	<input type="checkbox"/>		Application Form/ Interview
	Health and safety measures in relation to the curriculum specialism	<input type="checkbox"/>		Application Form/ Interview
Experience	Expert current experience of relevant curriculum specialism	<input type="checkbox"/>		Application Form/ Interview
	Experience of planning, delivering and evaluating courses that meet the needs of individuals		<input type="checkbox"/>	Application Form/ Interview
	Experience of working within a robust quality assurance process		<input type="checkbox"/>	Application Form/ Interview

	Experience of embedding literacy, language and numeracy within teaching and learning		<input type="checkbox"/>	Application Form/ Interview
	Experience of managing diverse student learning needs		<input type="checkbox"/>	Application Form/ Interview
Personal Attributes	A strong commitment to the promotion of equality and diversity	<input type="checkbox"/>		Application Form/ Interview
	A strong team work ethic	<input type="checkbox"/>		Application Form/ Interview
	Self-motivated and able to work on own initiative	<input type="checkbox"/>		Application Form/ Interview
	High standards of customer care both internally and externally	<input type="checkbox"/>		Application Form/ Interview
	Ability to accept and act upon constructive feedback in order to continually improve	<input type="checkbox"/>		Application Form/ Interview
Other	Full driving licence or the ability to meet the travel requirements of the role	<input type="checkbox"/>		Application Form