



## Job Description

<b>Post</b>	Digital Skills Tutor
<b>Reports to</b>	Adult and Community Learning Manager
<b>Hours</b>	Part-time, term-time only
<b>Location</b>	Across Royal Borough of Kensington and Chelsea
<b>Salary</b>	£30.00 per hour including 12.7% holiday pay

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. In 2019, a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021, a new CEO was appointed and a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and to deliver our ambition we work with a whole range of stakeholders including around 80 Member Organisations. You can see the organisations plan at: [www.westway.org/about-us/horizon-plan/](http://www.westway.org/about-us/horizon-plan/)

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 4 car parks, 34 offices, 32 shops, community stables development and an Olympic-registered skate park. This role is critical to ensuring management of a vibrant, diverse and thriving estate.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting and enterprise opportunities here together with improvements to the public realm so that it is a place the tenants and community is proud of, and even more visitors can enjoy.

### Job purpose

The primary responsibility of the ICT/Digital Skills tutor will be to design and deliver high quality, learner-centred teaching and learning, and assessment experiences. The role will encompass both the development and delivery of Essential Digital Skills, ICT User Skills, and Digital Skills for the Workplace qualifications at Entry level to level 1 to our employed and unemployed adult learners.

The main outcomes expected are:

- To work as a member of the Adult Education Team, planning and delivering high-quality teaching and learning sessions, workshops, and tutorials in line with the curriculum requirements and the needs of individual learners, ensuring learning objectives are met.
- To support the Adult and Community Learning Manager, to achieve the Trust's strategic objectives.

### Principal accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility as by the nature of this role, the tutor duties will develop in line with the needs of Westway Trust and the communities of North Kensington.

The ideal candidate will be responsible for:

#### Teaching

- Plan, prepare and deliver high-quality teaching and learning sessions, workshops, and tutorials in line with the curriculum requirements and the needs of individual learners, ensuring learning objectives are met.
- Assess learners' abilities and identify areas for improvement, tailoring teaching and learning methods and resources accordingly.

- Develop and deliver consistently engaging and interactive sessions, utilising a variety of teaching techniques and materials to enhance learners' understanding and engagement with the subject/topic.
- Provide individualised support to learners, addressing their specific learning needs and challenges through one-on-one meetings and additional learning resources.
- Rigorously monitor and track learners' progress, providing regular feedback and implementing strategies to address areas of weakness or underperformance
- Set and mark assignments, tests, and examinations, providing constructive feedback to learners to support their learning and improvement.
- Collaborate with other team members to share best practices, contribute to curriculum development, and participate in team meetings and training sessions.
- Establish and maintain a positive and inclusive learning environment, actively promoting learner participation, motivation, and confidence in professional development.
- Maintain accurate records of learners' attendance, progress, and assessment outcomes, ensuring compliance with regulatory and internal requirements.
- Communicate regularly with learners, employers, and relevant stakeholders to provide updates on progress, address concerns, and foster effective partnerships in support of learner success.
- Stay abreast of the latest developments in sector specialism, curriculum changes, and teaching methodologies, continuously updating own knowledge and skills.
- Registering new learners and running initial assessments during registration sessions (primarily during set registration weeks)
- To undertake regular and appropriate CPD as agreed with Line Manager some of which will be mandatory such as Safeguarding and Prevent Training

#### **Administration**

- To carry out and keep records of initial and diagnostic assessments, identifying areas for improvement, tailoring teaching and learning methods and resources accordingly
- To identify materials and equipment/resource needs to assist the provision of teaching and learning by students
- To develop differentiated Individual Learning Plans with students, monitor and track learners' progress, providing regular feedback and strategically addressing areas of weakness
- maintaining up to date course files and submitting accurate data on attendance and achievement within agreed deadlines
- To monitor student attendance and punctuality and take appropriate action as required
- Set and mark assignments, tests, and examinations, providing constructive feedback to learners to support their learning and improvement.
- Preparing groups of learners for accredited assessment (exam or portfolio) & non-accredited assessment (RARPA), marking assessments and taking part in internal moderation and/or consultation meetings with appropriate Trust staff
- Providing feedback on appropriate documentation for example observation, IQA reports etc.
- To contribute and participate in the Trust's self-assessment and development plans
- Running end of course evaluations and writing tutor end of course reviews

#### **General**

- To comply with any reasonable request in relation to the adult learning programme made by the Trust.
- To comply with any Health & Safety regulations and, in particular, be familiar with the procedure to be adopted in case of fire and or other Health and Safety concerns e.g. Risk Assessments
- To undertake appropriate individual training identified at review meetings through the line management process
- To attend and participate in meetings, including management meetings, end of term tutor meetings and Westway Trust staff meetings
- Attending training with Westway Trust and the Royal Borough of Kensington and Chelsea and keeping up to date with developments in adult learning
- To ensure the security of both the classroom and any equipment borrowed or used

<b>Person specification</b>
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You will need to have the right blend and balance of commercial awareness, people management and business strategy, working for a charity supporting and enhancing the lives of people in the local community.

#### **Qualifications:**

### Essential

- Level 3 or above subject specialism qualification, such as IT User Skills,
- A full teaching qualification for working in adult learning (DTLLS, PGCE or DET) **or**
- Hold a recent recognised teaching qualification such as CELTA (for ESOL teaching)
- A minimum GCSE English Grade C or equivalent if teaching ESOL/Literacy

### **Knowledge and Experience:**

#### Essential

- Practical work experience as an ICT tutor, demonstrating hands-on knowledge and skills applicable to real-world scenarios
- Experience of teaching adult learners and an understanding of appropriate teaching strategies in a similar role
- Experience of devising course outlines and schemes of work
- Awareness of differentiation and a commitment to inclusivity in your teaching and professional conduct
- Experience of managing mixed groups of learners
- Experience of assessing and recording progress, both in accredited and non-accredited learning and supporting learners
- Knowledge and experience of working with a variety of exam boards
- Ability to offer sound support in offering information, advice and guidance to learners

#### Desirable

- Understanding of the RARPA (Recognising and Recording Progress and Achievement in non-accredited learning) system
- Experience in handling sensitive issues in relation to learner well-being
- Experience of working/teaching refugees and or asylum seekers
- Basic understanding of cybersecurity principles and practices to impart essential knowledge to students.

### **Personal Skills:**

#### Essential

- The ability to plan programmes of work and develop creative, relevant activities that will facilitate learning
- The ability to motivate and encourage learners with a variety of learning experiences and from diverse backgrounds
- Excellent communication skills, both verbal and written and the ability to work as part of a highly collaborative team
- An understanding of equality and diversity, safeguarding policies, health and safety and a commitment to putting them into practice
- IT literacy for creating and maintaining digital training resources.
- A flexible approach and a willingness to teach in a variety of community venues and to teach cover as required
- The ability to take own initiative and find creative solutions to challenges faced

#### Desirable

- The ability to speak a community language

The ideal candidate will demonstrate the Trust's Values— Courage, Equity, Integrity, Openness and Sustainability — at all times in their work and behaviours.