



## **Adult Education AAT Tutors**

**Rate of Pay: £18.74 per hour plus £2.26 per hour holiday pay)  
Attendance at any training events is paid separately at a training rate of pay)**

Due to growing student numbers across our programmes in College and the community, we require suitably qualified tutors preferable with a proven ability to teach adults and AAT experience to work within our newly form Adult Education and Apprenticeship Department.

The successful applicants must be able to teach with creativity and innovation. They will be delivering to Adults and Apprentices for whom gaining a qualification or learning a new skill is vital to their future life chances.

Thank you for showing an interest in our vacancy. To assist you with your application, please find detailed below a list of information contained within this recruitment pack:

**Job Description**  
**Person Specification**  
**Summary of the terms and conditions of employment**  
**Information about Portsmouth College**  
**Instructions for your application**

If you require any further details about these posts, please do not hesitate to contact the HR Department on (023) 9234 4400.

## Job Description

### Principal Responsibilities/Duties:

1. Agree course details for inclusion in all marketing material for the Adult Education and Apprenticeships department
2. To provide the Adult Education and Apprenticeships department with a course outline before enrolment, which should furnish adequate information for prospective learners and apprentices.
3. To provide a scheme of work by the third week of the course which takes account of the qualification aims of the course and the learning goals of the students enrolled. The scheme should include:
  - A statement of the aims of the course
  - Objectives – what the student should be able to do by the end of the course
  - A course map or work-plan describing the main units of study with brief explanatory comments on the context
  - A description of teaching methods and resources to be used
  - A description of how students will be assessed
  - A description of how you will be evaluating the course
4. Plan and teach adult education and apprenticeship classes to include the following:
  - Preparation of relevant materials, setting and marking of work as appropriate
  - Assessment of students' progress with supportive action where necessary to help students complete your course successfully
  - Responsiveness to the needs of students
  - Responsibility for the administration of the class together with all necessary examination procedures
  - Inform the Adult Education Administrator of students who have enrolled in the class but have stopped attending
  - Completion of all registers
  - Notify the relevant departmental staff as soon as possible if you are unable to attend for any reason
  - Ensure your students and apprentices are able to contact you in an emergency, for example your College e-mail address
  - Inform students and apprentices of fire regulations and relevant Health and Safety matters
  - Inform students and apprentices of College policies as required
  - Complete progress reviews and liaise with employers as required by apprenticeship regulations.
5. Submit additional pay claims where appropriate.
6. When required to attend and/or organise meetings and events with students, colleagues, parents or representatives of outside bodies and institutions as necessary. This could include INSET Days, Open Evenings, Departmental, general staff and adult education and apprenticeship staff meetings. Where such duties are required and fall outside normal working hours they may be paid at) or £9.15 per hour (plus £1.10 per hour holiday pay).

- Attend, when possible, relevant staff training events. When attendance is required and falls outside normal working hours this attendance may be paid at £9.15 per hour (plus £1.10 per hour holiday pay).

## General

- To comply with the College Health and Safety Policy and Risk Assessments and take responsibility for your own Health and Safety and those of others affected by your activities.
- To comply with the College Equality, Diversity and Inclusion Policy.
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection.
- Participate in relevant College quality assurance procedures, including appraisal / performance management professional development and the support area self-assessment.
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement
- To provide a high level of customer services to students, staff and visitors.
- Fulfil your duty not to discriminate against students or potential students or staff.
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation.
- To undertake such other duties from time to time as may reasonably be required by the Principal and/or delegated officers of the College.

## Person Specification

Candidates are invited to provide evidence of the qualifications, experience, skills and qualities listed.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status or successfully undertaking a suitable teaching qualification</li> <li>AAT or equivalent accountancy qualification at level 2 or above</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven track record of successful teaching of adult learners and apprentices</li> <li>Relevant industry experience</li> </ul>	<ul style="list-style-type: none"> <li>Ability to teach up to level 4 accountancy</li> </ul>
<b>Professional knowledge and Skills</b>	<p>Awareness of curriculum developments across the adult education provision Applicant should have:</p> <ul style="list-style-type: none"> <li>Good practical I.T. teaching skills</li> <li>Ability to confidently relate well to students of all abilities</li> <li>Ability to differentiate for ability levels</li> <li>Excellent communication skills</li> <li>Commitment to safeguarding and student support</li> </ul>	<ul style="list-style-type: none"> <li>Exam board examiner, moderator or marker.</li> <li>Awareness of current issues and initiatives within the adult education and apprenticeship provision</li> </ul>
<b>Other attributes</b>	<p>Applicants should be:</p> <ul style="list-style-type: none"> <li>Positive and highly student centred</li> <li>Enthusiastic about their role and working with 16-25 year olds</li> <li>An effective team member who is collaborative</li> </ul>	

	<ul style="list-style-type: none"> <li>● Self-motivated and show initiative</li> <li>● Keen to establish the highest possible standards</li> <li>● Equality and Diversity aware and actively promotes E&amp;D fully</li> <li>● Imaginative, creative and innovative</li> <li>● Able to problem solve and stay calm</li> <li>● Responsive to individual student needs; a good role model for them</li> <li>● Reliable, professional and trustworthy, and a good college ambassador</li> <li>● Approachable and welcoming to students, parents, colleagues and our community</li> <li>● Being attentive to your students and colleagues and engaging</li> <li>● Well organised with very good time management skills</li> <li>● Willing to participate and share in training, curious and keen to learn</li> <li>● Self-aware, emotionally intelligent and shows intelligent kindness</li> <li>● Persistent and conscientious and shows true grit and determination</li> <li>● Willing to contribute to the broader professional, social and enrichment aspects of College life.</li> <li>● Set and achieve challenging personal targets</li> <li>● Have a sense of humour and enjoy their work and encourages fun</li> <li>● Be prepared to make a contribution to whole college events and activities</li> <li>● Analytically smart – understands employability skills and entrepreneurship</li> <li>● Curiously smart – develops new ideas, sees problems to solve</li> <li>● Resilient, anticipates and prevents problems</li> <li>● Confident and encourages others to take risks with teaching and learning</li> <li>● Respectful of our students and colleagues and treats others well</li> </ul>
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### **Information about Portsmouth College**

At the start of the 2006/7 academic year, Portsmouth College was just beginning a long journey to where we are today. With just over 650 16-18 year old students, a poor profile in the city, facilities much in need of a face-lift and student success rates which left a lot to be desired, things needed to change. Twelve years on, with the support of a brilliant team of staff and governors, as well as a wide range of great city partners, Portsmouth College has been transformed. This has since been reflected through the recent Solent regional Area Based Review (ABR) process from which Portsmouth College has emerged as a viable, resilient and robust institution, proudly continuing as an independent, standalone, high quality and innovative sixth form college.

### **Student Enrolment, Success and Progression**

16-19 year old student enrolments are now over 1,400, having literally doubled in the last twelve years. With recent 15% growth, Portsmouth College is one of the fastest growing colleges in the UK in percentage terms. The College is now the first choice institution for the majority of 16 year olds leaving the city's state secondary schools. It has also begun to draw students in from the private sector, with students from the High School for Girls, Mayville High School and St John's College all now enrolled. It is also beginning to draw students in from farther afield; Fareham, Gosport and Isle of Wight based learners are all now attending.

We are well known for being a College which is filled with positive energy and which has a unique structure of the day: 9.55 am – 4 pm, in two blocks, for all lessons and no trapped time for students. Seven successive years of improvements in results have also played a big part in our growth. Record numbers of level 3 students were successful in their courses last summer and 47% of them achieved A\* - B grades or

their equivalent. Numbers of students progressing on to Russell Group and other top 30 universities have also increased significantly between 2011 and 2017.

We were graded 'good' in all areas by Ofsted in March 2017. In a glowing report inspectors said that the College was an institution where *'students flourish, become more confident, enjoy their studies and make good progress.'*

### **A Culture of Innovation**

The College has continually sought to innovate over the last twelve years. This has been most obvious in the unique 'Curious and Creative Learning' project which has seen all students, teachers and student-facing support staff receive an iPad. These are being used to transform learning, teaching and assessment at the College.

The devices provide teachers with the technology to make lessons ever more interesting, up to date and engaging. They give students the chance to develop the independent research and digital literacy skills that are vital to their success at College and in the world beyond, and which are much valued by leading universities and employers. The project continues to genuinely transform the way everyone works at the College. The College has also embraced the need to develop the employability skills of its learners, to help them progress successfully to further study and employment. The 'E6 Programme' provides all students with the opportunity to undertake work experience, volunteering placements, enterprise programmes, get more exercise and sign up for 'PEP' talks. These 'PEP' talks help students prepare for progression to either university or the world of work, with expert outside speakers running workshops. The enterprise programme sees interested students given the chance to develop their own small business ideas and put these into practice. Work experience is being arranged for students with a wide range of employers across the city. Students are also able to volunteer to help in a range of settings, most notably primary school classes, assisting with reading and maths. Students are offering life-changing one-to-one help in these contexts.

The College Sports Academy runs not only the traditional team sports in areas like football, rugby, hockey, netball and basketball, but also a range of exercise classes and individual participation sports such as Zumba, futsal, table-tennis and boxercise. The 'E6 Programme' is designed to equip students with the wider soft skills they need to succeed at university and in work. The programme also compliments the work the College is doing with local employers, through the provision of a growing range of apprenticeship frameworks. These are allowing students to 'earn while they learn'; spending four days a week at work and a day a week getting sector-specific qualifications in College.

This culture of innovation enabled Portsmouth College to win an Association of Colleges Beacon Award for the use of Technology in FE, 2017/18, effectively meaning we are the best College using hand-held technology with our students in the country! We were also shortlisted for the Times Educational Supplement Awards in the 'Best Teaching and Learning Initiative' and 'Outstanding Use of Technology', putting us in the top three nationally in both these categories.

### **Partnership Working**

The backbone of the success of the last twelve years has been the genuine partnership working approach the College has adopted in all that it does. The Principal and all staff have worked hard to meet the needs of the local community whenever and

wherever they have been able. The very close working relationship with the city's secondary schools is testament to this.

From simple changes such as holding our interviews in the evenings and at weekends so pupils don't miss lessons, through providing a specialist 'able and talented' programme for the highest achieving pupils in schools, to running revision workshops for year 11 pupils in the run up to their GCSE exams, the College always seeks to work in harmony with local schools. This work was given national recognition in 2017 when the College came runner up in the Sixth Form Colleges Association Community Impact Award.

More broadly the College is also well represented on a range of bodies, organisations and working parties across the city, it co-operates closely with Portsmouth City Council and is a member of the Portsmouth Education Partnership. It also has excellent relationships with the local authority, elected councillors and both local MPs. The ethos of the College is built around local, effective collaboration and it always seeks to meet the needs of the city.

2005 to 2018 has seen enormous change in the world of post-16 education. This has been more than matched by the changes at Portsmouth College. It is now a thriving institution, woven into the fabric of the city, embracing innovation, continuing to recruit ever more students and delivering better and better outcomes for them. The College now wishes to sustain, consolidate and strengthen its Ofsted grade of 'good' whilst continuously striving for excellence.

### **Principles for Recruitment**

- We aren't afraid to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.
- We don't recruit people who just want a job.
- We seek to appoint people who inspire and work well with others.
- We don't recruit people who prefer to work along.
- We seek to appoint people who will grow with your team and with the company.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.
- We don't recruit people who are political or manipulative.

### **Conditions of employment**

1. This position is solely dependent on sufficient student enrolment as determined by Senior Management.

2. The rate of pay for this work is set at £18.74 per hour (plus £2.26 in respect of paid holiday in accordance with the Working Time Regulations 1998).
3. To acknowledge the administrative work that is required by Adult Education Tutors delivering examined courses, ie e-mail correspondence with your students, liaison with College Departments over issues such as exam entries, student support for arranging extra time, student support for arranging extra time, student references and 1:1s, we will include an additional one hour pay for each three hour course that is delivered (ie an additional one third of the overall time of the course).
4. The post holder will automatically become a member of the Teachers' Pension Scheme, but will have the opportunity to opt out.
5. This post is subject to a probationary period of up to six months. We view probation as a supportive process but if performance is not satisfactory it could lead to the termination of the contract.

### **Instructions for applying**

If you would like to apply for either of these positions, please complete a College application form, which can be downloaded from our website, [www.portsmouth-college.ac.uk](http://www.portsmouth-college.ac.uk), or alternatively contact the HR Department on 02392 344 400 for an application form. **CVs alone will not be accepted.**

Completed application forms should be sent to the HR Department.

Closing date for applications: **10 am on Friday 23<sup>rd</sup> August 2019**

In addition to a formal interview, candidates will be required to prepare and deliver a 20 minute micro teaching session. Successful candidates will be notified of the topic.

If you have any further questions, please do not hesitate to contact the HR Department on 023 92 344400.