**JOB DESCRIPTION**

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| **Job title** | **Tutor** (Part Time) |
| **Reports to** | CEO |
| **Direct Reports** | Zero |
| **Hours** | **Zero hours contract.**  **Academic Year Courses:**   * Averaging 10-14 sessions per term, once weekly on an agreed week-day, time and duration, as agreed annually when the courses and teaching timetable is planned. * Normally 3 terms per annum. * Terms usually start first week of September, first week of January and within a week from Easter Monday.   **Summer School – Optional:**  BHCA usually runs a 5-week Summer School in the last week of July and August. Summer School courses are agreed annually in Term 3 when the Summer School courses and Summer teaching timetable is planned. Fewer courses run in the Summer School than during the academic year. |
| **Pay** | £23.52 per hour worked  + Holiday Pay £2.85 (7.25 minutes per hour worked = 12.1%) = £26.37  Some roles qualify for a small additional allowance. |

**About Bedford House**

Bedford House Community Association (BHCA) is one of the largest self-supporting, independent providers of adult education and leisure activities in Essex and our members come mainly from a 5-mile radius.

In addition to training programmes and workshops Space Hire is an important income stream and service to the community. BHCA offers regular space hire to other established service providers as well as one-off events such as children’s parties.

In 1946 local artists came together to start offering art tuition, initially as Buckhurst Hill Community Association. The tuition has been taking place at the building Bedford House in Buckhurst Hill since 1950. Physical exercise classes were later added to the core course offering. This legal structure was reviewed and closed in 2018 but was immediately reborn as Bedford House Community Association, as a standard registered charity. The building itself is a place of local interest with a large mural painted by students and tutors working under the supervision of some of the founding artists.

Courses usually take place Monday to Friday between 9:00 and 21:30. Bedford House offers approximately 35 all-year courses and employs over 20 Tutors. Courses are planned and advertised well in advance. Should enrolment be too low to run a course viably the course will be cancelled, or course start postponed. Tutors will not be compensated for course cancellations at short notice, but alternative opportunities may be offered where possible.

BHCA reserves the right to do DBS checks. Please see the DBS policy for full details.

All staff must comply with the Data Protection Policy and its principles of privacy and confidentiality.

Administration staff work part time in shifts agreed on a rolling month and reviewed weekly. BHCA Administration is open 13 hours a day Monday to Friday, and often also at the weekend, approximately 9:00 to 22:00 depending on specific organisational activities. An Administration Team member is on site when BHCA is open for activities.

**Job Purpose**

BHCA delivers adult education and leisure activities to students aged 18+. Tutors deliver learning to adults in their topic of expertise. BHCA tends to have mature students. 60% are aged 65+ and 98% are aged 40+. Students enjoy the interaction and social aspects as much as the purpose and learning of the courses they attend. Many have attended BHCA courses for many years.

Tutors are expected to be inspirational, enthusiastic, flexible and enjoy working with adults and seniors. They must have the ability to work on their own whilst adhering to organisational policies and appreciate working in a supportive, friendly, and creative environment that encourages social interaction.

In this hourly paid tutor post you will be delivering sessions on a specific topic to our adult students. Working closely with management and the rest of the administration team, this rewarding post will give you the chance to share your knowledge and skills with learners to help them achieve their highest potential as well as assisting with effective communication and continuous improvement within teaching and BHCA.

As part of your role you will plan, prepare and deliver high quality sessions to adult learners, whilst ensuring clear communication is upheld and that you and your course are fully compliant with departmental requests including Health and Safety. You will ensure a safe, positive and friendly learning environment by observing safeguarding responsibilities, promote attendance and embed Equality and Diversity at all times. Tutors must submit to the Administration Office curricula for the terms and courses they teach annually in advance of the start of the year or term,.

Tutors work closely with the Administration Team members to ensure consistent service delivery and query resolution. In particular the Administrator - Courses is designated to liaise with tutors but due to the part-time nature of roles other Administrators will also provide support.

The CEO oversees service provision and is the line manager for tutors. The CEO is available to provide support and direction to staff, and plan the course timetable with staff. Quarterly and Annual Student Surveys provide feedback to management and the content is shared with tutors, to ensure a consistent, high standard of service delivery and sharing of good practice, as well as speedy problem resolution.

Effective team working and communication is essential to ensure the smooth running of the courses, problem solving and meeting our standards throughout the long opening hours and the tutors’ and staff’s part time and shift working.

All tutors are expected to agree to complete and pass the e-learning modules in basic fire management and prevention, and basic First Aid at Work as tutors are the first point of contact for their students during sessions and will need to contain and lead their class to safety in case of an emergency. The administration team members are also expected to complete and pass the e-learning modules in basic fire management and prevention, and basic First Aid at Work, and Administration Office staff are Fire Wardens.

Please note: It is highly desirable that tutors are willing and able to deliver sessions remotely during any government restrictions that would cause a temporary physical closure of the educational premises such as during the Covid pandemic, using learning platforms (such as Zoom, Skype, WhatsApp, Google Rooms, email, telephone, etc) to deliver online learning to students in order to support the students.

**Responsibilities and Tasks Include**

Tutors are responsible for the smooth running of the courses they have agreed to tutor. They are expected to:

* Prepare relevant curriculum and submit to the Administration Office whilst adhering to timelines as instructed.
* Draft text and learning outcomes which can be used for promotional purposes.
* Adhere to Health and Safety instructions.
* Communicate with students and the person/s responsible day to day for Social Media at BHCA to enable effective promotion of BHCA and its activities.
* Communicate effectively with the Administration Office to resolve queries promptly.
* Communicate effectively and promptly with the CEO.
* Draw issues to the immediate attention of the Centre Manager as required so that problems can be resolved pro-actively and speedily.
* Contribute actively with ideas and suggestions to improve service delivery, choice of courses and events, processes, and procedures.

**Qualifications, Competences and Experience**

**Essentia**l

* Experienced in teaching.
* Experienced in teaching the particular topic applied for.
* Experienced in using any necessary IT software, machinery and equipment relevant to the role.
* An interest in developing the topic applied for at BHCA.
* An understanding of course administration and customer service.
* Ability and willingness to draft text and learning outcomes that can be used for promotional purposes.
* Excellent communication skills.
* Excellent interpersonal skills.
* Interest in meeting customer expectations and learning outcomes.
* Ability to deal with difficult customers, keeping calm and diffusing situations.
* Being pro-active.
* Being flexible, self-motivated and able to work on own initiative whilst adhering to BHCA policies and procedures.
* Ability and willingness to take instruction and to apply policies and procedures.
* Ability and willingness to lead and support students to safety, and to support colleagues and Administration Staff in case of evacuations and emergencies. The Administration Staff are Fire Wardens.
* Ability and willingness to carry out basic First Aid at Work if emergencies occur.

**Desirable**

* Experienced in teaching adult students.
* Teaching qualification.
* Qualification in the topic that the tutor has applied to teach.
* IT literate with intermediate level knowledge.
* Experience of teaching on Zoom or a similar teaching platform.
* Ability and willingness to carry light loads, such as moving folding tables or chairs to accommodate a class, as and when required.

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| **Approved by:** | Chair of Trustees - Tony Oliva |
| **Date approved:** | August 2021 |
| **Reviewed by:** | CEO |
| **Version** | June 2023 |