

A woman with long brown hair, wearing a white knitted cardigan, is shown in profile, holding a piece of paper and a pen. She is in a classroom setting with other students in the background. The text 'high trees' is overlaid in the top right corner.

high

trees

Job Pack

**DIGITAL
SESSIONAL TUTOR**

Welcome to High Trees!

High Trees is a community development trust based in Lambeth, serving individuals and communities in the borough for over 26 years. Our work aims to make life better for individuals and communities who use our services, helping people make meaningful changes that allow them to live happier, healthier and more connected lives.

We offer a range of targeted and local support which responds to the needs of our communities.

Our 5 cornerstone support areas provide integrated services in:

- **Community Education & Training:** We specialise in delivering basic skills training to provide individuals with the skills they need for work and life, including ESOL, functional skills, ICT and vocational courses.
- **Children, Young People & Families:** Offering a range of after school and holiday programmes from Tulse Hill Adventure Playground with a focus on play, study and social action to ensure all young people have the chance to enjoy their childhoods and thrive.
- **Employment & Careers:** We provide bespoke one-to-one employment support with experienced advisors who are experts in helping those with multiple barriers find work.
- **Community Research & Impact:** Focusing on our partnerships, community-led research and sector capacity building support, our Community Research & Impact team work across all services, teams and wider Lambeth to develop collaborative working practices and strengthen the sector.
- **Community Action:** We work with local people and organisations to build capacity, take action and create stronger voices through a range of social action projects and support and training for local groups and organisations. A key focus is ensuring meaningful community action offer is delivered within our immediate locality as well as through our partnerships.

High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

EDUCATION AND TRAINING TEAM

The Education and Training team run an exciting variety of free courses, including functional skills English and maths, digital skills, ESOL (English for Speakers of Other Languages) classes, vocational courses, family learning, art and wellbeing and Community Organising training. Our offer of accredited and non-accredited courses ranges from basic skills that can help with employment or build skills for everyday life, to specialised accredited courses that can provide routes into new areas of employment and volunteering (such as animal care and green skills). Our provision is delivered by a fantastic team of 15+ tutors across all High Trees venues, which includes the High Trees Hub, the Scout Hut and Tulse Hill Adventure Playground, and other venues in Lambeth, such as children’s centres and libraries.

DIGITAL SESSIONAL TUTOR

Job Description

| | |
|--------------|--|
| Salary | £36 per hour (termly based) £18 per hour for CPD, meetings and admin time |
| Hours | Variable (e.g. 20-30 hours for long courses and 5-8 hours for short courses) |
| Location | High Trees, 220 Upper Tulse Hill, SW2 2NS |
| Reporting to | Quality and Progression Lead |

High Trees are looking for inspirational, committed and creative sessional tutors who have a strong background delivering digital courses from Entry level to Level 1, providing the highest levels of quality in the delivery of teaching, learning, and assessment to learners. We are especially looking for innovative tutors who are passionate about supporting learners with low confidence to achieve their personal learning goals.

Ideally, we are looking for applicants with experience of teaching in the Adult Education sector, whether in a community setting or an adult education provider. However, we also welcome applications from teachers who have recently completed their teacher training and are looking for their first role or those ready for a new adventure. We will provide additional support to newly qualified tutors.

Candidates must be enthusiastic and passionate about nurturing and helping learners to succeed whilst maintaining the highest levels of quality in teaching and learning.

Tutors must be excited to sit at the heart of our Education and Training team and to support our learners to succeed and progress into their next steps.

A commitment to continual professional development is essential.

ROLE OVERVIEW

- To plan and deliver a programme of learning to support learners' digital skills. Courses may be accredited or non-accredited and levels usually range from Entry 1 to Level 1.
- To advise learners of the requirements needed to complete the course and to plan for any additional learning needs.
- To maintain course files and complete course documentation. This requires completion of a course register, group profile, a scheme of work, lesson plans and individual learning plans, This is essential for High Trees and our funders to quality assure our courses.
- To provide evidence or document observations of learner work and achievement.
- To promote participation in learner surveys.
- To provide learners with advice and guidance about possible progression routes following each course.
- To be committed to Continuous Professional Development (CPD), keeping up to date with your subject area and attending relevant training and meetings as required.
- To maintain a safe environment for learners, in accordance with the Health & Safety at Work Act and High Trees safeguarding and Prevent procedures.
- To ensure compliance with relevant legislation (e.g. General Data Protection Regulations, Copyright etc.)
- To promote equality and diversity and use teaching materials and methods that are relevant to a diverse learner group.
- To undertake any other duties as may reasonably be requested.

Our freelance tutors work independently but are responsible to the Quality and Progression Lead and Head of Education. They will also need to be in regular liaison with the Data and Performance Lead, Learner Support Officer and Education and Training Administrator.



PERSON SPECIFICATION

The person specification is an idea of skills, knowledge and experience required to carry out the job. The person specification will be used in the short listing and interview process for this post. Applicants who possess the essential requirements but not the desirable requirements should not be discouraged from applying.

Essential

- An appropriate Level 3, 4 or 5 teaching qualification (CTLLS/L4 Certificate in Education and Training, DTLLS/L5 Diploma in Education and Training, PGCE).
- Experience of presenting and delivering subject specific workshops or training sessions.
- An understanding of, and commitment to, promoting equality, diversity and inclusion, anti-discriminatory practice and safeguarding policy and procedures as appropriate to the post.
- An ability to develop and maintain course materials of a good standard that meet the needs of a variety of different learners.
- Knowledge and experience of appropriate teaching and learning methods that enable learners from a range of backgrounds and communities to progress.
- Good organisational and record keeping skills.
- A commitment to continuing professional development with an interest and ability in developing new and creative approaches to teaching.
- Excellent interpersonal skills with the ability to work independently as well as contribute to the work of a team.
- Good use of Microsoft Office/ICT in the learning environment which will allow the production of learning materials, maintenance of records and administration related to teaching.
- A commitment to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their culture and identity are respected and valued.

Desirable

- Record of relevant continuous professional development.
 - Experience of teaching in a charitable, community-based sector.
-

HOW TO APPLY

Please send an updated CV, a cover letter, the applicant monitoring form and the additional information form to ruth.lennard@high-trees.org with 'Tutor Application' in the subject line.

We will be interviewing for the post on a rolling basis, so please apply as soon as possible.

QUERIES

If you have any questions about the role or High Trees, please contact Ruth Lennard at 020 8671 3132 or email ruth.lennard@high-trees.org

Working at High Trees

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 30 have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

Everyone who works at High Trees is supported to grow and develop through regular check ins with their line manager, a programme of CPD and the opportunity to contribute to the work of the department as a whole. We look to recruit, retain, and develop individuals who are passionate, professional and committed and put learners' needs first.

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.

