



## Role Profile

Job Title

**Subject Tutor**

Salary range

Contract

Permanent

Main location

Portland College

Hours and basis

37.5 hours

Reports to

Education Team Leader

Date of issue

June 2024

### Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The College has a successful Education department (OfSTED Outstanding). The College recognises the importance of pastoral care in supporting learners in a holistic manner to reach their potential as well as offering appropriate stretch and challenge and a clear line of communication for all involved in a learners programme.

### What you will be doing

- Providing outstanding (or at least good) teaching and learning in two or more specific subject areas as determined by needs of the cohorts of learners and relevant to your skills sets.
- Liaising with the Progression Tutor to establish appropriate skills needed/skills gaps to support aspects of a learners study programme and provide them with up to date industry skills to be successful in the workplace.
- Developing, supporting and inspiring learners' skills required in health and wellbeing, independence and employment from Pre-entry to Level 3 and including the embedding of English, maths and digital engagement.
- Responsibility for appropriate qualifications and meeting standards in Education from Entry 1 to Level 3 with support from the Examinations, Quality, Data and Administration Team Leader and Specialist Tutors.
- Developing a bank of appropriate resources and ensure effective and efficient use of resources that are differentiated and support access to all learners, regardless of route and/or level of ability.
- Ensuring safe practice guidelines are given and followed to develop staff and learners awareness of how to stay safe across all aspects of the area of study, including the use of PPE and HSE.
- Evaluating the effectiveness of learning, teaching and assessment on learner progress and achievement (to stated deadlines or as directed by QAC)
- Maintaining own standards of performance to be good or better in all key aspects of the role and proactively seeking support when standards are less than good.
- Maintaining industry standards and awareness of industry updates through regular CPD on an annual basis.

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## Key results we want to see from this role

- Best practice teaching, learning and assessment in your given subject areas
- Learner achievement of goals and aspirations in specific subject areas above national rates
- Learner engagement and full participation in sessions using blended approaches that differentiate to meet individual needs.

## Dimensions of the role

- Day to day direction & supervision of LSAs in the learning environment
- To develop positive links to industry related to subject areas.

## Key work relationships

- Curriculum Manager
- Progression Tutors
- Quality Improvement Manager
- Quality and Data Team
- Education Team Leaders

## Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

## Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.