

Age UK Sunderland

Job Description

Role: ICT Tutor (Casual)
Location: Various Age UK Sunderland Centres
Responsible to: ActivAge Manager

Job Purpose:

- To plan and deliver high quality learning course(s) for adults in the subject of ICT, to enable adults to use ICT with confidence.

Job Description:

- Design a structured teaching and learning programme for each course that you deliver, in agreement with the ActivAge Manager. The programme must reflect the published subject and level and must meet the needs of learners.
- Produce appropriate Schemes of Work, Lesson Plans and relevant teaching materials.
- Use appropriate teaching methods to promote Safeguarding and the Prevent Agenda.
- Apply the principles of RARPA to record progress and achievement of each learner and ensure all learners complete an end of course evaluation.
- Develop learners' confidence and self-esteem. Ensure that each learner's contribution is recognised and valued and create a climate conducive to the learning needs of adults.
- Provide learners with information and advice to ensure learners are aware of potential progression routes to enhance their learning.
- Complete to a high standard all relevant Age UK Sunderland administrative and recording tasks related to delivery of the programme.
- Achieve specified targets and meet deadlines.
- Continue to develop professional skills, knowledge and expertise. Take ownership of and be proactive in undertaking continuous professional development.
- To abide by and implement all policies and procedures of Age UK Sunderland, including: Safeguarding, Equal Opportunities and Health and Safety.

This post is subject to DBS Enhanced Disclosure

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Person Specification

Role: ICT Tutor (Casual)

Location: Various Age UK Sunderland Centres

Responsible to: ActivAge Manager

Qualifications, Skills and Experience:

- Level 3 NVQ (or equivalent) subject based ICT qualification(s).
- Level 3 Award in Education and Training, with intention to work towards L4 Certificate in Education and Training.
- Desirable - Level 2 English and maths qualifications
- Experience of teaching ICT to adult learners.
- An understanding of older people's needs and aspirations.
- To be highly personable with excellent communication skills.
- To be self-motivated with ability to motivate others.
- To work with a positive, flexible and professional manner.
- To be honest, trustworthy and reliable.
- To be organised with ability to produce high quality course documentation and resources.
- Able to work with a variety of colleagues and clients from different professions and backgrounds

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