

Make a difference

Join the team at The ClementJames Centre:
Part-time Adult Learning Tutor



Releasing potential in the community

Dear Candidate,

Part-time Adult Learning Tutor

We are looking for a high-calibre candidate to join our staff team as a part-time adult learning tutor. The ClementJames Centre is an award-winning charity that provides programmes that address underachievement and social exclusion. We support nearly 3,000 children, young people and adults each year to release their potential.

If you are an outstanding tutor then The ClementJames Centre can offer a supportive staff team, and a varied and interesting role which supports hundreds of people each year.

The part-time adult learning tutor will be based at our thriving centre and will have responsibility for working both individually and as part of the Adult Learning team to plan and deliver the Adult Learning programmes.

This exciting role will not only give you a real insight into the charity sector, but also provides you with the skills and hands-on experience required to excel as a charity professional. We offer development and support, and you will have the opportunity to work with driven and compassionate colleagues within a vibrant community.

If you believe that everyone should have the opportunity to release their potential and live fulfilled lives and you would like to join a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.

Dami Solebo
Chief Executive



1. Job Description & Person Specification

Place of work:	95 Sirdar Road, London W11 4EQ
Salary:	£12,320 PA, inclusive of non-delivery hours. From 12 months onwards you will be eligible to apply for a promotion to Senior Adult Learning Tutor. If successful, your salary will rise to £13,310 PA.
Hours of work:	Your normal hours of work will be 10 delivery hours per week, (excluding public and bank holidays). In addition, you will be paid for 6.5 non-delivery hours per week.
Contract type:	Permanent.
Holiday:	State school holidays (in line with the Royal Borough of Kensington & Chelsea)
Management:	This position will be line-managed by the Adult Learning Manager
Qualifications:	A level 5 or above UK teaching qualification, or a commitment to achieving a level 5 qualification.

Experience:	Excellent interpersonal skills; excellent written English, Numeracy and IT. skills; extremely efficient organisation skills; an outstanding teacher; creativity and innovation
Training:	There is an initial induction period and on-going CPD support
Application:	By cover letter and CV, see section 4 for further details
Closing Date:	9am 3rd October. We suggest applicants submit in good time because late applications will not be considered
Start Date:	As soon as possible.
Selection Process:	Thursday 6th October (or another mutually agreeable date). You will take part in an interview and other selection tasks relevant to the role.



2. Who are we looking for?

The applicant must:

- All applicants must have the right to work in the UK
- Be passionate about helping people achieve their potential
- Be able to carry out effective planning, monitoring and evaluation of courses
- Demonstrate a high level of computer literacy
- Be able to use their own initiative, and to organise and prioritise their workload
- Be able to meet deadlines and work under pressure
- Be able to identify and implement changes in existing systems
- Be able to maintain excellent working relationships with colleagues and students
- Demonstrate awareness of and commitment to the safeguarding and promotion of welfare of vulnerable adults, according to the charity's ethos
- Be committed to the provision of a quality service and the implementation of quality improvements
- Demonstrate awareness of and commitment to valuing equal opportunities and diversity
- Be committed to taking a full and active role in the life of the charity and be committed to its aims and values
- Have a flexible approach to work and be able to work flexibly throughout the week/over the year by prior agreement

3. What will your main duties be?

- To work as a member of the Adult Learning Team, taking a full part in the organisation, planning and delivery of the ESOL / Functional Skills English
- To comply with Health and Safety, carrying out the required administration (including monitoring and Ofsted and RARPA) and ensuring we run a safe and stimulating programme
- To plan independently in compliance with the ESOL/ FSE Curriculum and to work creatively whilst exercising initiative and contributing own materials
- To regularly carry out and keep records of initial and diagnostic assessments
- To devise schemes of work and lesson plans for own courses
- To act as an internal verifier for exams
- To devise Individual Learning Plans with students
- To keep meticulous records of attendance
- To collect, present and maintain feedback forms, samples of learners' work, samples of formative and summative assessments, termly figures (progression routes and achievement grids), and end of course reviews
- To develop basic and appealing study packs/worksheets
- To be familiar with and understand the necessary regulations and legal requirements, including Safeguarding Adults, Equal Opportunities, Health & Safety and Working with Vulnerable Groups
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- There will also be the opportunity to work on centre-wide projects together with staff from other delivery teams

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time.

4. How to Apply

The deadline for applications is 9am on Monday 3rd October.

To apply for the role of part-time adult learning tutor, please submit the following to **jobs@clementjames.org**.

- **Covering letter (maximum 750 words):** Please state how your previous experience and knowledge, skills and personal attributes, motivation and values demonstrate your suitability for the role of part-time adult learning tutor at ClementJames.
- **Current CV:** This should include your full education and employment history.

Completion of the Equal Opportunities form is optional but submission of this helps us to ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. You do not need to answer all the questions and the information provided will not be available to members of the selection panel. This form is available on our website.

The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

If you have any questions or would like more information about the application process, please contact **reception@clementjames.org** or call **020 7221 8810**.



5. The ClementJames approach

The ClementJames Centre is based at the heart of North Kensington, a diverse and vibrant area, yet one of the most disadvantaged in London.

Our vision is for everyone in our community to release their potential and live fulfilled lives. We achieve this through education, employment and wellbeing support in a safe and compassionate space:

Employment Support

We help people to gain meaningful and sustainable employment through personalised advice and support, mentoring and work skills activities.

Adult Learning

We support adults to improve their English, Maths and ICT skills through a wide range of Functional Skills courses and intensive literacy & numeracy support.

Children and Young People's Education

We help children and young people to learn, flourish and achieve their potential through academic support, mentoring, literacy & numeracy support and aspirational activities.

Wellbeing and Support

We empower people to overcome barriers and challenges and to engage with their own wellbeing. We provide Information, Advice and Guidance, and wellbeing activities.

Our values guide everything we do as an organisation, from the way we recruit our staff, to the way we treat our students and clients and interact with each other. Even though we may not always get it right, we aim to live up to these values every day. We are looking for applicants who share our vision and commit to our shared values.



Aspiration

We behave aspirationally and positively.



Talent

We value and recognise the talent of every person.



Compassion

We practise pastoral long-term care.



Teamwork

We promote teamwork and togetherness.



Quality

We complete everything to the highest possible standard.

Our partners

Collaboration and partnership are an essential part of what we do. We work closely with a variety of local and national organisations, such as other charities, local schools and colleges, and universities. The ClementJames Centre also benefits from strong links with corporates such as Lloyds Bank. We also benefit from the support of over 100 corporate and local volunteers.

Our students and clients

We work with children aged 7+ and support adults of all ages. Each year, we support over 1,700 children and young people and over 1,100 adults. Many of our students and clients take advantage of multiple programmes and form lasting relationships with the centre and its community of staff and volunteers.

“A local charity with national ambitions”

6. What our service users say about us

"First of all I would like to say thank you for these wonderful couple of months...I appreciate the methodology to teach us with immesurable energy...in addition your happiness and energy each Monday make me happy to start my week...thank you to The ClementJames Centre and teacher Catherine to give this opportunity to learn."

ClementJames student

"Thank you for the good moments we spent together, the friendly atmosphere you've created and for the delicious food. I appreciated it." [About the Adult Learning end of term celebration]

ClementJames student

"I'm enjoying learning again and thanks to you for being a wonderful teacher."

ClementJames student

"Bad news, I will not be able to come to class this week. Good news, because I found a job! Thanks to your teachings and tips about interviews, I got an offer from Itsu restaurants to work as a Sushi Maker in one of their stores. They will arrange my working shift according to my class schedule going forward. This was only possible with your support and teachings, so thank you sooo much teacher."

ClementJames student

"I've now been getting support with my maths for over a year and feel like I'm really making headway. When I had to take a test in college recently, I got 80% on the maths test! It felt like such an achievement. I remembered quite a few useful tips from the sessions that helped me pass (like moving the decimal point 'to the left to the left' when dividing!)."

ClementJames student





If you would like to find out more please
visit our website www.clementjames.org,
call us on **020 7221 8810**,
or email reception@clementjames.org

The ClementJames Centre
95 Sirdar Road, London, W11 4EQ

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