

# 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:	<b>£10,692 PA</b> , inclusive of non-delivery hours
Hours of work:	Your normal hours of work are 8 delivery hours per week, (excluding public and bank holidays). In addition, you will be paid for 5.5 non-delivery hours per week. You may be required to work outside these hours in the course of performing your duties without further remuneration
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 Head of Adult Learning
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:	Via the application form, see Page 6 for further details
Closing Date:	We will be doing rolling recruitment for this role
Start Date:	As soon as possible
Selection Process:	You will first be asked to attend an initial zoom interview, and if successful, the second stage will include a follow up interview in person 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
- Have demonstrable experience of delivering high quality adult learning FS English/ESOL programmes; excellent interpersonal and organisational skills; excellent written English, Numeracy and digital skills; creativity and innovation in programme design/delivery

### 3. What will your main duties be?

- To undertake duties as a core member of the Adult Learning Team and the wider organisation, taking a pro-active role in the development and delivery of the holistic Adult Learning programme
- To act as tutor with primary responsibility for delivering a timetabled programme of high quality accredited and non-accredited Functional Skills English/ESOL courses
- To comply with quality and audit monitoring in line with Ofsted, funding and Awarding Organisation requirements under guidance from Head of Adult Learning and Quality Assurance Manager
- To commit to a programme of Centre-directed CPD and proactively seek out opportunities for professional development
- To plan independently following the assigned curriculum/learning outcomes and to work creatively whilst exercising initiative and contributing own materials
- To prepare and maintain an up-to-date course file including records of initial and diagnostic assessments, live schemes of work and lesson plans for assigned courses
- To ensure learners' Individual Learning Plans students are completed with SMART targets and effectively monitored through tutorial activity
- To keep meticulous records of attendance
- To collect and present feedback forms, samples of learners' work, formative and summative assessments, termly figures (progression routes and achievement grids), and end of course reviews to support quality improvement across the service
- To act as an internal verifier for exams where required
- To support marketing and enrolment activity for assigned courses

- To be familiar with and understand the necessary regulations and legal requirements, including Safeguarding Adults, The Prevent Duty, Equal Opportunities, GDPR, Health & Safety and Working with Vulnerable Groups
- To undertake any task that may be requested from time to time consistent with the nature and scope of this post including teaching cover sessions or working across other curriculum areas

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 their 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

**We will be doing rolling recruitment for this role. We strongly encourage early applications as we will do interviews as and when suitable applications come through, and will close recruitment once we hire a successful candidate.**

**To apply, please complete the application form which can be found on our 'Join the Team' webpage.** The form consists of information about you, your educational and professional experience and a 400 word supporting statement. If you have any issues completing the form, please email [reception@clementjames.org](mailto:reception@clementjames.org) or call us on **020 7221 8810**.

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.

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](mailto:reception@clementjames.org) or call **020 7221 8810**. We are committed to providing reasonable flexibility throughout the recruitment process and will endeavour to be as accommodating as possible. If you require the application documents in a different format please do not hesitate to contact us.

The ClementJames Centre is a welcoming and unique place to work and if you would like to speak to a member of staff prior to submitting your application, please email [reception@clementjames.org](mailto:reception@clementjames.org) to arrange a phone call or a visit to the site.





## 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 Hiscox. 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 approximately 3,000 children, young people and 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](http://www.clementjames.org),  
call us on **020 7221 8810**,  
or email [reception@clementjames.org](mailto:reception@clementjames.org)

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