

CASUAL ADULT EDUCATION TUTOR



APPLICATION PACK



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Welcome

Thank you for your interest in joining Learning4Life as a Casual Adult Education Tutor.

Learning4Life is the adult and community learning provision based at The Wordsley School and forms part of the Stour Vale Academy Trust. We are passionate about providing high-quality, accessible learning opportunities that inspire confidence, develop new skills, and bring people together within our local community.

Our courses are designed to support lifelong learning for adults of all ages and abilities. We offer a welcoming, inclusive, and supportive environment where learners can explore new interests, improve their wellbeing, gain practical skills, and build confidence. Our provision includes a wide variety of courses, workshops, and activities delivered during the daytime, evenings, and weekends throughout the year.

We receive no funding and all of our classes are run as leisure courses and are not subject to Ofsted. We have our own in-house quality checks. This means we do not deliver English and Maths or employability courses.

We are currently looking to expand our team of enthusiastic and knowledgeable tutors, particularly in the areas of:

- Languages
- Fitness and wellbeing
- Sewing and textile skills

However, we are always keen to hear from individuals with a passion for sharing their knowledge, skills, and experience in any subject area. Whether you are an experienced tutor, industry professional, creative practitioner, or someone with a specialist hobby or skill, we would be delighted to speak with you about potential opportunities within our adult learning programme.

The contract is casual with variable hours – you do as much or as little as you wish. Courses are dependent on numbers of students so we cannot guarantee courses will run.

You will need teaching qualifications and a qualification in your subject specialism.

If you can deliver quality lessons and would like to work with a professional and dedicated team of tutors and be supported by a school and a team who genuinely care and support their community then look no further!

Tutor hourly rate is currently £16.35 per hour plus 50% for prep and is term time only.

If you would like further information on this role, please contact Julie Grove by email (JGrove@wordsley.dudley.sch.uk) or telephone (01384 816043). In addition to this, a wealth of information about our school can be found on our website Learning4Life.co.uk.

Beyond this, if you would like to apply for the post, please submit an application form using My New Term. Your supporting statement should be a maximum of two sides of A4 and

should outline how you feel your experience, skills and attributes will enable you to make a significant impact in the advertised post.

We look forward to hearing from you.

Julie Grove
Centre Manager

Stour Vale Academy Trust

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we

Wordsley is a true 'community' school. As a group of over 60 teachers and 50 additional non-teaching staff, every single adult in the school has a critical part to play. We are a team in the true sense of the word. We don't expect perfection from our staff, just that they do their best and keep trying to get better. What we want more than anything is someone who cares for our young people and will do what they can to help them to be successful.

serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young

people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES

INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

STOUR VALE ACADEMY TRUST

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will *create the difference together*.

Mission, vision, values and motto

A school is defined by its culture and ethos – ‘the way things happen’. At The Wordsley School our culture and ethos is our unique selling point and together we strive to fulfil our mission, with a clear vision, motto and five key values that underpin our daily work.

OUR MISSION

To provide an outstanding and enjoyable educational experience for everyone in our Wordsley community

OUR VISION

We promote high levels of aspiration and achievement, and support each other to be the best we can be

OUR VALUES



CURIOSITY: we have enquiring minds and are keen to learn



INTEGRITY: we are honest and have strong moral principles



KINDNESS: we are friendly and considerate of each other



RESILIENCE: we respond well to challenge and are keen to improve



RESPECT: we have an appreciation and awareness of others

OUR MOTTO

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Job Description

Post title: Casual Adult Education Tutor

Salary: £16.35 per hour plus 50% preparation allowance

Contract: Casual, variable hours, term time only

Purpose of the Job

- To plan and deliver engaging adult education courses and workshops within your subject specialism.
- To create a friendly, inclusive, and supportive learning environment for adult learners from a wide range of backgrounds and abilities.
- To support the smooth delivery and quality assurance of Learning4Life adult education courses.

Specific Accountabilities

- To plan, prepare, and deliver high-quality lessons and learning activities.
- To encourage learner participation, confidence, and enjoyment in learning.
- To prepare appropriate resources and materials for sessions.
- To maintain a safe, positive, and inclusive learning environment.
- To complete registers and maintain accurate learner records in line with Learning4Life procedures.
- To monitor learner progress and provide encouragement and feedback where appropriate.
- To attend relevant staff meetings and training sessions as required.
- To support learner inductions, including health and safety and fire evacuation procedures during the first session.
- To promote equality, diversity, safeguarding, and British Values within sessions.
- To undertake any required training linked to safeguarding, health and safety, or quality assurance.
- To work professionally and collaboratively with the Learning4Life team.
- To carry out any other reasonable duties appropriate to the role.

Special Conditions

This post is subject to enhanced DBS clearance and safer recruitment procedures.

Courses are dependent on learner enrolment numbers and therefore cannot always be guaranteed to run.

Applicants should hold:

- A teaching qualification
- Relevant qualifications and/or experience within their subject specialism

Person Specification

Qualifications, professional development and knowledge	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
5 GCSE's grade 1- C or equivalent	D	A
Possess relevant subject qualification at Level 3 or above.	E	A
Possess relevant adult teaching qualification	E	A
Appropriate Safeguarding qualification / training	D	A
Professional experience		
Experience of working with adults returning to learning	D	A/I
Relevant teaching experience	D	A/I
Understanding of safeguarding, information security and data protection relevant to a learning environment.	E	A/I
Practical Skills		
High level of verbal, IT and written communication skills	E	A/I
Understanding of the role and impact of Community and / or Family Learning.	E	A/I
Commitment to staff and personal development and its role in community learning and development	E	A/I
Understanding and commitment to equality of opportunity	E	A/I
Personal Qualities and Attributes		
Understanding of equality & diversity.	E	A/I
Committed to providing high quality services to the public.	E	A/I
Able to relate to all sections of the community.	E	A/I
Flexible approach to working hours and tasks.	E	A/I
Able to use their own initiative.	E	A/I
Should be self-motivated and able to motivate others within a team environment.	E	A/I

Committed to training and development in the work place and willing to undertake further training where necessary.	E	A/I
Able to think creatively about service provision and persuasive in the communication of new ideas.	D	A/I