



**THE
FLORRIE**

NVQ TUTOR (FREELANCE) - COMMUNITY ARTS

Post:	NVQ Tutor (QCF Framework)
Hours:	10 hours per week (8 teaching, 2 preparation time)
Salary:	£20 per hour. [TAX and National Insurance provisions is the sole responsibility of the Freelance Tutor. Any additional employment costs incurred by the post holder outside of this brief will not be met by The Florence Institute Trust]
Contract Length:	12 months in the first instance with possibility of 2 year extension subject to annual satisfactory funder outputs/outcomes
Place of Work:	The Florence Institute Trust (The Florrie) 377 Mill Street Liverpool L84RF
Responsible to:	CEO

JOB SUMMARY:

This position is part of the Florries wider programme of employment, education and training and is advertised as a freelance sessional worker opportunity. The role involves developing and delivering a timetable of arts based activities, work experience and classroom activity that supports learners to successfully achieve NVQ II in Community Arts aimed at learners who want to work or gain further experience in community arts activities in any context, such as art, drama, writing, curating, dancing or music.

The appointed tutor will have responsibility for the co-ordination and classroom delivery of the NVQ, supporting the learner to achieve all the required units to successfully achieve the NVQ qualification that will be assessed externally. Direct outputs are 75 students supported to achieve NVQ in Community Arts over 3 years and continuation is subject to achieving annual targets (yr1.15 - yr2. 35 - yr3.25).

THE APPOINTED TUTOR MUST HAVE:

- A minimum of 2 years teaching experience in tutoring NVQ delivery.
- Appropriate teaching qualification, Level 2 qualification in literacy and numeracy and assessment & verification units (AQA) or equivalent teacher training qualifications.

- Be able to demonstrate how to apply a wide range of strategies to support learners through the qualification.
- A proven ability to produce classroom teaching plans.
- Ability to relate to both young people and adults.
- Understand and be able to use a range of strategies to deal with different abilities and individual learning needs and behaviours.
- The experience to know when and how to make interventions to ensure learners progress is successful and sustainable.
- Ensure learners have a portfolio of evidence gathered during their time on the course.
- Keep appropriate assessment records to ensure criteria has been met.
- Liaise with external assessor and awarding body.
- A sound knowledge of a range of IT applications.
- Develop and support peer mentoring opportunities.
- Strong communication, interpersonal and presentation skills, both written and verbal.

HOW TO APPLY:

Please send your current CV and no more than 2 sides of A4 outlining why your skills and experiences make you suitable for this role to: Beverley Forde at bev@theflorrie.org

CLOSING DATE: 5PM ON FRIDAY 29TH MARCH 2019

These key responsibilities are not necessarily an exhaustive list of duties and does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. These duties may be varied to meet the changing demands of the programme at the reasonable discretion of the CEO. The post holder will be required to work during weekly office hours Monday-Friday according to the needs and requirements of the business, but may on occasion be required to work outside of these hours.

This post is subject to a satisfactory DBS check and two references, one being your current or last employer.