

JOB DESCRIPTION

Job Title:	Family Learning Tutor (2)
Hours of Work:	18 Hours Per Week
Salary:	£14,250 per annum
Contract:	4 Years fixed term
Head of Organisation:	Mr Musleh Uddin, Centre Manager
Line Management:	Abdul Subhan
Strategic Management:	Learning Together Action Group (LTAG)

Job Summary:

As the Family Learning Tutor, you will work with families with children across Smethwick, West Bromwich and Wednesbury to implement Bangladeshi Islamic Centre's five-year Learning Together Delivery Plan (LTDP). Working under the direct instruction of the Family Learning Together Action Group (LTAG) and in partnership with a broad range of partners including schools, you are expected to make available a package of enjoyable learning opportunities for families at local centres, schools and at home. The aim is to develop essential skill and knowledge areas to enhance the confidence and self-esteem of both the children and adults towards pursuing a culture of learning.

Key Responsibilities:

1. To consult with the Learning Together Action Group to develop activities in line with guidance on Family Learning principles and the Delivery Plan;
2. To promote family learning initiatives within the target groups, e.g. at open days or talks to parents at schools or community centres;
3. To deliver 'learning-by-fun' sessions/courses, a series of activities based on cultural arts and crafts, languages, drama, story telling and so on;
4. To identify and design courses appropriate to family learning needs and develop and prepare appropriate learning materials accordingly;
5. To produce Individual Family Learning Plan's (IFLP) to be used to identify, review and monitor the progress of each families taking part in the project;
6. To accompany families on field/educational visits & prepare risk assessments;

7. To provide practical advice, support and guidance to parents on understanding the education system and on methods to support children's education;
8. To contribute and engage with the work of Sandwell Adult and Children's Learning Network;
9. To engage and supervise volunteers within the guideline of the BIC handbook and current legislations;
10. To establish effective partnerships projects and joining up of services for families;
11. To keep registration records of each adults and children accessing the learning together sessions and number of outreach sessions delivered and the number of center based sessions delivered by the tutors;
12. To support families to conduct self-evaluation to identify whether the methods are working to create a learning culture and improving interpersonal skills;
13. To carry out evaluation of the learning together services through user feedback, individual family case studies and project impact assessments;
14. To keep video, photographs and casework recordings for the purpose of progress report and monitoring;
15. To produce yearly progress report to the BLF and an annual Newsletter and Report to the community;
16. To talk to learners about what further learning they might progress to after their current studies and provide additional support and monitoring of learning outcomes for those who wish to progress;
17. To contribute to the development of sustainability strategy of the project;
18. To deliver value for money throughout the lifetime of the project;
19. To lobby for increased support for family learning in the disadvantaged areas;
20. To network and create partnership with family learning agencies;
21. To operate at all times within the framework of BLF and BIC'S polices and aim and general good practice;
22. To keep up to date with relevant subject area(s) through further training and/or appropriate reading and private study;
23. To be aware of and implement general health and safety good practice;
24. Undertake any other reasonable duties as required by the Learning Together Action Group and Management;

PERSONAL SPECIFICATION

Category	Requirements	Essential/ Desirable	Method of Assessment
Education/ Training	<ul style="list-style-type: none"> • Teaching qualification/relevant teaching experience • Willingness to participate in professional development training ▪ Specialist skills/training in curriculum or learning areas 	D/E E E	A A, I A, I
Experience	<ul style="list-style-type: none"> ▪ Five years experience of directly working with families or children in the community • Three years direct experience of project planning, management and delivery. ▪ Experience of working with minority ethnic pupils including those for whom English is as additional language ▪ Experience of providing assistance in the preparation and completion of learning activities ▪ Experience of using arts, ICT and other methods or technology to support learning ▪ Experience of supervising the work of individuals or teams 	E E E E E E	A, I A, I A, I A, I A, I A, I
Knowledge	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation of working with children and families. ▪ Good working knowledge and understanding of family learning and learning processes, and in particular, barriers to learning 	E E	A, I A, I
Skills and Abilities	<ul style="list-style-type: none"> ▪ Ability to use at least three languages including Bengali and Urdu to support children and families from diverse groups ▪ Ability to effectively use arts, ICT and other means and technology to support family learning ▪ Ability to organise, lead and motivate a volunteers ▪ Ability to constantly improve own practice/knowledge through self-evaluation and learning from others ▪ Ability to relate well to children and adults, including other professionals ▪ Ability to demonstrate and promote good practice in line with the ethos of the organisation and Every Child Matters ▪ Ability to monitor, evaluate and report on projects progress. 	E E E E E E E	A, I A, I A, I A, I A, I A, I A, I
Aptitude	<ul style="list-style-type: none"> ▪ Work as part of a team, sharing working knowledge and skills ▪ Work flexibility, able to rearrange work plans in relating to changing priorities ▪ Interact sensitively with other workers, children and parents ▪ Listen to understand the needs, and aspirations ▪ Able to quickly assimilate new procedures and working methods ▪ Administer first aid and understand first line child protection (with training) 	E E E E E E	A, I A, I A, I A, I A, I A, I