

## Tutor Applicant Information Pack 2019/20



Congratulations on your new position with Aspire Sussex Ltd. We're excited to have you join our team. As you'll soon see, Aspire is an organisation filled with dedicated, talented and hardworking people - people just like you - who are devoted to working hard to enable our students to achieve their personal aspirations and to inspire them to learn, enjoy and achieve.

Aspire embraces diversity; enables personal and professional development and encourages innovation and creativity. Aspire has a strong set of professional values, aligned to its organisational mission, vision and values, which underpin the way we work together.

In the following pages, we will tell you about more about Aspire to give you a glimpse into the environments that you are about to become part of.

Good luck and, once again, welcome aboard!



Christina Chacksfield  
Head of HR and Student Services

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Aspire Sussex Limited is an Adult Education Charity leading in the planning, promotion and delivery of adult education across West Sussex and beyond, supporting communities, developing skills, and helping students to learn, enjoy and achieve. We have a vision, mission and a set of values, that together describe the direction of our business, its core purpose and how we want to behave as an organisation.

## Vision

We will provide community based adult education that is vibrant, accessible and sustainable and responds to the needs of our local communities

## Mission

To enable people to achieve their personal aspirations, whatever their starting point, and inspire them to learn, enjoy and achieve.

## Values

Our values underpin the way we work, they are:



## Aspire's Trustees

Aspire Sussex has a board of non-executive Trustees whose role it is to make sure the charity is running well and doing what it was set up to do. This includes ensuring the charity has the money it needs; spends its money sensibly, on the activities for which it was raised; follows the law, including preparing reports and accounts to send to the Charity Commission and doesn't break the rules in it's governing document.

## Executive & Senior Management Teams

The day to day running of Aspire is managed by Aspire's Executive and Senior Management teams.

### Aspire's Executive Team consists of:

- **Robyn Kohler** - Chief Executive Officer
- **Jon Mills** - Head of Finance & Resources
- **Christina Chacksfield** - Head of Human Resources

### Together with the Executive Team the following managers form Aspire's Senior Management Team:

- **Emma Leavey** - Director of Performance, Quality & Inclusion
- **Kate Scales** - Director of Business Development & Marketing
- **Lynne Smith** - Safeguarding & Compliance Manager

## Aspire's Staff

Aspire is staffed by approximately 80 full and part time operational and support staff and employs around 200 tutors. In addition we employ casual staff who, among other things, invigilate exams or provide additional operational support at busy times. We also have the support of volunteers who help both in our classes as learning support volunteers and with administration and fundraising.

## Who we work with

Aspire Sussex also actively works with a number of partners across the South East of England to improve the quality of provision and seeks to increase access to learning across Sussex and its neighbouring counties



## Matrix Standard

Aspire Sussex are proud to be accredited with the Matrix Standard; this is a unique quality framework for organisations to assess and measure their information, advice and guidance, which ultimately supports individuals in their choice of career, learning, work and life goals.



## Aspire's main areas of activity are:

### *Employability Skills*

Through Aspire Sussex, thousands of adults in Sussex gain qualifications in areas such as English, maths, teaching, counselling, childcare, hairdressing & barbering, up to and including GCSE and Diploma levels. Aspire also offers non-accredited provision such as, short business courses confidence building, job search skills and business start-up skills.

Aspire's functional skills courses in English and maths are held in small friendly groups & students are encouraged to work at their own pace. Our students tell us that our courses help them into employment; help them to progress at work; improve self-esteem and confidence; make a positive impact on family life and help them to progress onto GCSE and further education opportunities.

Aspire's courses in English for Speakers of Other Languages (ESOL) enable students to integrate into their local communities and gain Citizenship status through learning English.

We work with adults with learning difficulties and disabilities and every year we help hundreds to improve their independent living and learning skills. Students tell us that their courses help them feel confident taking part in local activities; feel part of a community; improve skills for work; feel more valued and respected.

### *Family Learning*

Aspire works in partnership with primary schools and children and family centres to deliver Family Learning courses across West Sussex. Courses are open to adults who play a significant part in a child's life and are funded by the Education and Skills Funding Agency. Some courses are joint, where adults learn alongside children, others are for adults only.

Courses focus on supporting learning and wellbeing by exploring children's social and emotional development and by building parents' self-esteem and confidence. Courses also enable families to extend their understanding of English, language and maths skills and how these are taught in schools.

Every year parents and carers benefit from our Family Learning programmes with many positive benefits such as helping parents and carers to support their children's learning; encouraging families to spend time together; helping families to engage with schools; improving children's performance in schools and more. The focus is always on support and fun.

## Community Learning

We deliver non-accredited courses across a variety of subject areas. Many of our community learning courses help people to improve their health and wellbeing, these include, Fitness classes, Cookery, Massage, Yoga, Tai Chi, Mindfulness & Self Esteem. Every year thousands of our students benefit from our Health and Wellbeing programmes; our students tell us that these programmes make a significant impact, helping them to maintain and improve their overall health and wellbeing.

Aspire offers a variety of creative courses such as Arts and Crafts, Gardening and DIY, Cookery, Music and Creative Writing. These courses can make a real difference to people's lives in many ways, not only enabling students to develop their creative skills; but also providing situations for social interaction & creating employment opportunities.

We offer also a wide range of language courses – from French, Spanish, Italian and German to Arabic, Chinese, Japanese and Russian - many taught by native speakers embracing the culture as well as the language of countries across the globe.

## Community Projects

Aspire Sussex and partners have been successful in bids to the National Lottery Community Fund Building Better Opportunities programme and have received funding totalling just over £1.8 million. Aspire is leading two projects called Working Together for Work and Local Learning Perspectives across the Coast to Capital LEP area (East and West Sussex, Surrey, Brighton and Hove).

The two projects involve working with a range of partners who will bring expertise to provide targeted family-focused provision through family learning and community inclusion, supporting hard to reach groups and individuals to return to work.

Building Better Opportunities is funded by European Social Fund and the National Lottery Community Fund.

Aspire Sussex also works with local charities, local and national funders to carry out other projects from time to time to help more people access learning opportunities.

## Tutors teaching SFA/ EFA funded provision

Community Learning/  
Family Learning -  
non-qualification  
provision

Tutors appointed will:

- Ideally already have a recognised teaching qualification at minimum Level 3 or be able to demonstrate that they are working towards a teaching qualification at minimum Level 3 (AET, PTLLS or recognised equivalent)
- Be appropriately qualified in their subject specialism – through qualification, experience or both
- Have a Level 2 qualification in maths and English

Employability Skills  
- all courses

Tutors appointed will:

- Have completed a teaching qualification at minimum of Level 3
- If delivering maths, English or ESOL courses, have a recognised teaching qualification at minimum Level 4 or be able to demonstrate that they are working towards a teaching qualification at minimum Level 4 (CET, CTLLS or recognised equivalent).
- If delivering qualification courses, have an appropriate subject specialist qualification at least one level above that which they will be delivering.
- If teaching Employability Skills non-qualification courses must be appropriately qualified in their subject specialism – through qualification, experience or both
- Have a Level 2 qualification in maths and English

## Tutors teaching courses within Aspire's Commercial programme

Community Learning  
Commercial provision

Tutors appointed will:

- Ideally have a recognised teaching qualification at minimum Level 3 (AET, PTLLS or recognised equivalent) but this is not an essential requirement.
- Where appropriate, have a relevant subject specialist teaching qualification (eg Wheel of Yoga, Pilates etc)
- Be appropriately qualified in their subject specialism – through qualification, experience or both.



## Level 3 Award in Education & Training-12 credits

This is an introductory unit and the basic entry level for teaching most funded Adult Education courses. It is not normally a requirement for unfunded delivery, although might be beneficial

Aspire Sussex Ltd delivers this training. If an applicant, otherwise suitable to deliver funded provision, does not have this minimum teaching qualification (or equivalent) and is not working towards this qualification at the time of application, Aspire may be able to offer the course to them at a reduced fee on appointment and subject to conditions.

## Level 4 Certificate in Education & Training-36 credits

This course is for teachers in the Associate Teacher Role and is the minimum requirement for tutors teaching maths, English or ESOL courses.

Aspire Sussex does not offer this course, but may be able to provide support to tutors taking this course with other education providers such as FE colleges.

## Level 5 Diploma in Education & Training-120 credits

This is a full teaching qualification.

Aspire Sussex does not offer this course, but may be able to provide support to tutors taking this course with other education providers such as FE colleges.

## Level 5 Diploma in Education & Training including a specialist pathway -120 credits

This is a full teaching qualification, including one of the following pathways:

- Teaching English (Literacy)
- Teaching English (ESOL)
- Teaching English (Literacy and ESOL)
- Teaching Mathematics (Numeracy)
- Teaching Disabled Learners

Aspire Sussex does not offer this course, but may be able to provide support to tutors taking this course with other education providers such as FE colleges.

## Continuing Professional Development

In accordance with the Education & Training Foundation's Professional Standards for Teachers and Trainers in Education and Training in England, all tutors are expected to continually update their teaching and subject specific skills and expertise, providing evidence of annual updates to their line manager through the Performance Development Review process.

To ensure a fair recruitment and selection process, we ask all applicants to complete a Tutor Application Form

When we receive your application it will be sent to the appropriate Curriculum Lead for consideration.

If we have, or may have in the future, a suitable vacancy and if your experience, expertise and qualifications are relevant for teaching in the Adult Education sector, then you will be invited to attend an interview. Eligibility for employment in the UK checks will be carried out at interview stage

Where required, DBS checks will be requested for candidates who are successful at interview and references will be taken up

The Curriculum Lead will discuss with you any relevant teaching opportunities that arise

On appointment to teach a specific course(s), a letter of confirmation and a Statement of the principle Terms and Conditions of your employment with us will be issued. Your employment with Aspire will commence when you are assigned to teach a course

New tutors will be provided with induction training by their line manager and will be required to complete mandatory Safeguarding & Prevent, Health & Safety and Equality & Diversity e-learning before they start to teach. Additional training needs or requirements will be discussed within the PDR process

## Pay Structure for new tutors

SCALE POINT	HOURLY RATE £	ANNUAL LEAVE £	TOTAL
3	18.51	2.23	20.74
5	20.28	2.45	22.73
7	22.64	2.73	25.37

### Community Learning - funded non-qualification courses

Tutors teaching Community Learning funded or commercial courses will normally be appointed to the appropriate salary point in accordance with the table below. Progression through the scale will be based on teaching performance and commitment to CPD as demonstrated/evidenced through the tutor PDR process and the Observation of Teaching, Learning & Assessment (OTLA) process. Approved grade changes are applied on 1 August each year.

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This is the normal starting point for a Community Learning Tutor who has:

- A Level 3 Teaching Qualification\* (qualifications include: First Class, City & Guilds 7307, BTEC (eg GNVQ in Training and Development); PTLLS; Level 3 Award in Education and Training) - funded provision
- Appropriate subject specific qualifications/knowledge\*

5

Point 5 can be a starting point for an \*experienced Community Learning Tutor who has:

- A minimum Level 4 Teaching Qualification\* (qualifications include: C & G 7404 Stage I or II; CTLLS; Level 4 Certificate in Education and Training) - funded provision
- Appropriate subject specific qualifications/knowledge\*

If appointed at Point 3, progression to Point 5 will be based on teaching performance and commitment to CPD as demonstrated / evidenced through the tutor PDR process and lesson observations.

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New appointments are rarely made at this pay grade. Progression to this grade is based on teaching performance and commitment to CPD as demonstrated / evidenced through the tutor PDR process and lesson observations.

It would normally be expected that tutors on Point 7 have a Level 5 teaching qualification and/or extensive teaching experience within their subject area.

\*The appropriateness of all qualifications/knowledge/experience will be determined by the Curriculum Lead

## Qualification Courses, ALD, Mental Health & Family Learning

Tutors delivering qualification courses, ALD, Mental Health and Family Learning courses will be appointed to the appropriate salary point in accordance with the table below. New tutors can be appointed at either point 5 or point 7 as appropriate. If appointment is made at point 5, progression to point 7 will be based on performance in the teaching role and commitment to CPD as demonstrated through the tutor PDR process and the Observation of Teaching, Learning & Assessment

5

This is the normal starting point for a Tutor who has:

- A minimum Level 4 Teaching Qualification\* (qualifications include: City & Guilds 7407 Stage I or II; CTLLS; Level 4 Certificate in Education and Training)
- Appropriate Subject Specific Qualifications and/or Experience\*

7

Point 7 can be the starting point for an experience Tutor who has:

- A minimum Level 5 Teaching Qualification (qualifications include: Certificate in Education (Cert Ed); C & G 7404 Stage III; Post Graduate Certificate in Education (PGCE); DTLLS; Level 5 Diploma in Education and Training)
- Appropriate Subject Specific Qualifications and/or Experience\*

If appointed at Point 5, progression to Point 7 will be based on teaching performance and commitment to CPD as demonstrated / evidenced through the tutor PDR process and lesson observations.

\*The appropriateness of all qualifications/knowledge/experience will be determined by the Curriculum Lead

## Pension

All tutors on appointment will automatically be placed in the Teachers' Pension Scheme. You may choose to opt out of the scheme. Once you have entered into the scheme all future tutor contracts of work will be subject to pension contributions

More information can be found on the Teachers Pension Scheme website:  
<https://www.teacherspensions.co.uk/>

## Safer Recruitment Process

Aspire Sussex Ltd recognises its particular responsibility to safeguard the wellbeing of children, young people and vulnerable adults engaged in the breadth of Aspire's activities.

We believe that all students are entitled to a learning experience that takes place in a safe, healthy and supportive environment which is free from bullying, abuse, harassment and discrimination.

Aspire has a responsibility for the safety of the learning community, and therefore the following safeguarding procedures will apply:

### Interview

#### **Documentation required at interview:**

- Proof of right to live and work in the UK
- Proof of academic qualifications

#### **The application form will ask for:**

- Two referees -contact details for references to be taken up

#### **The interview:**

- The candidate will be asked in the interview to account for any gaps between jobs shown on the application form
- The candidate may be asked questions in relation to safeguarding and Prevent

### If appointed

#### **You will be subject to a DBS check if applying to teach:**

- ALD Courses
- Mental Health Courses
- Family Learning Courses

#### **You will be required to carry out the following mandatory e-learning modules before you begin teaching, for which payment will be made:**

- Safeguarding & Prevent
- Health & Safety
- Equality & Diversity

These three modules will take in the region of 3.75 hours to complete.

## When you join

All new staff benefit from a full induction, as well as our 3 e-learning modules, ongoing support and personal development.

All of our posts are subject to an initial probationary period. This varies according to the length and type of the contract.

## Benefits

We offer our staff a range of benefits to ensure that we fully support staff no matter what hours they work. We aim for our benefits to appeal to all Aspire team members throughout the organisation and hope that they make working at our charity even better!

- ✓ Commitment to continued professional development, including eligibility for one staff free course per year from Aspire's Community Learning programme of courses\*
- ✓ 24 hour Employee Assistance Programme
- ✓ Defined benefit pension scheme
- ✓ Up to 50% off bookings for Hair and Beauty treatments at our salons in Marle Place. Treatments are provided by students attending Hair, Beauty and Therapies courses with Aspire.
- ✓ Participation in The Work Perk - an organisation distributing promotional products to organisations for their employees to enjoy

\*some courses are excluded from this free course offer

## Wellbeing

Aspire Sussex place a strong emphasis on the health and wellbeing of its staff.

Aspire have formed a Wellbeing Task Group of people who are passionate about generating creative and innovative initiatives to support staff wellbeing; this includes, raising awareness, promoting company wide and local wellbeing initiatives, and signposting staff to organisations and tools that may offer help and support when needed.

One of the many ways we keep employees up to date with key information and initiatives are the wellbeing noticeboards which can be found at each of our centres. These follow a monthly theme and display a variety of information, advice and guidance for all staff.

In July 2019 Aspire joined the Breathe Culture Pledge. This initiative will not only help Aspire to promote the importance of company culture, but provide the means to officially commit to our culture.



## How to apply

If you would like to find out more about working with Aspire, or wish to have an informal discussion regarding any of our current vacancies, please contact: Emily Statham, HR Advisor on: 01293 853481 or email [hr-team@aspireussex.org.uk](mailto:hr-team@aspireussex.org.uk)

Alternatively please visit our website <https://www.aspiresussex.org.uk/vacancies/> where you will find further details on all of our current vacancies, along with the relevant role profile and application form.