

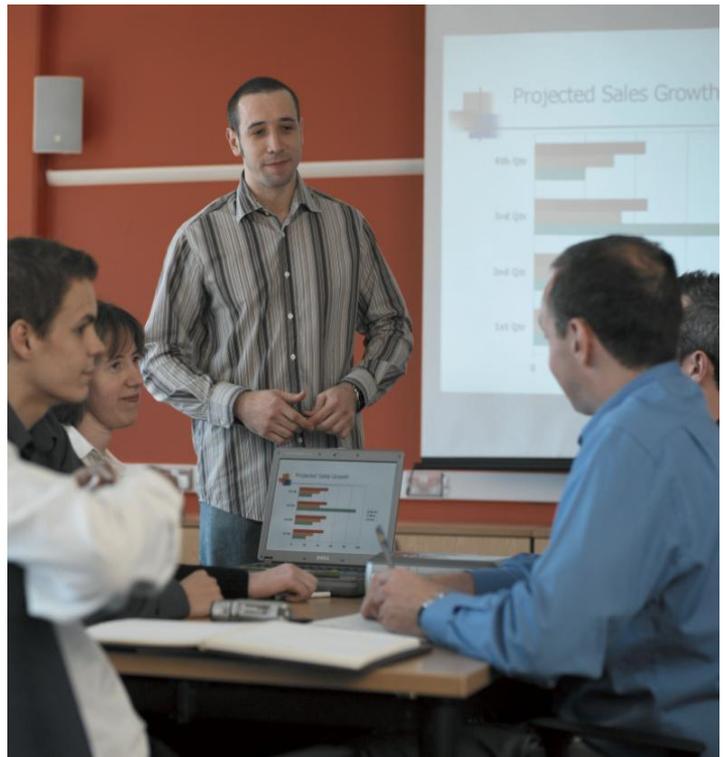


**Adult Education
in Gloucestershire**

delivering outstanding learning



Towards Outstanding Teaching, Learning and Assessment



TUTOR SUPPORT GUIDE 2015/16

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Welcome to tutor support

Adult Education is firmly committed to supporting the development of all tutors; we believe that happy, highly motivated, skilled tutors will facilitate the best possible experience for our learners.

What kinds of tutor support are available?



Some more information about each area of support...

One to One support

- Tutors providing the individual support will draw on a range of skills and experience during the time they work with you.
- A need may have been identified during an observation, line management session or you may identify the need yourself.

Continuous Professional Development (CPD)

- Ad Ed, mandatory, themed CPD days
- Some partners deliver their own CPD
- Initial Teacher Training such as Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- Subject specialist workshops delivered internally or externally

Observations take many forms

- Walk through visits are carried for new tutors either by the Curriculum Support person for your organisation, the subject specialist for your curriculum area or by your Provider/Learning Manager. They usually last for around 15 minutes.
- Short, ungraded, developmental observations (for new tutors)
- Short, themed observations
- Full, graded observations
- Peer observations

Subject Specialist Support

Individual or group work with an in-house specialist on topics such as:

- Integrating information and advice on progression
- Integrating Functional Skills (English, maths and ICT)
- Equality, Diversity and Inclusion
- Making better use of ICT and the VLE

Provider/Learning Manager

- The person who recruited you for the work should give you as much information as possible regarding the sessions you are required to deliver. This includes background about the learner group, if they have any; the reason for running the course i.e. is this for confidence building or to learn a craft skill? ...and so on.
- Your Provider/Learning Manager will also provide you with the necessary paperwork and an explanation of how to complete it correctly.

Staff Development

- Adult Education organises mandatory training sessions at least once a year which are designed to communicate changes in requirements, usually in response to any Ofsted updated requirements or an impending Inspection.

Why do we offer tutor support?

- To improve the learning experience for your learners
- To improve your experience as a tutor
- To gain an Outstanding Ofsted grade

When do we offer tutor support?

Anyone can request support at any time. This may be as a result of an issue identified by your Provider/Learning Manager, something you have decided you would like help with or it may have been suggested as an action point following an observation of your session.

How do I access tutor support?

If you have identified an area that you would like help with, for example how to provide evidence of learner progression, you should ask your Provider/Learning Manager in the first instance. It may be that support can be provided in-house; if that is not the case, you will be referred to Adult Education's Quality Manager. You will be contacted to discuss and identify the most appropriate person to work with you.

If an observer has recommended that you would benefit from support, it will be written in the action plan of your observation report. Adult Education's Quality Manager will allocate someone to work with you based on discussion with your Provider/Learning Manager and/or yourself.

Who provides tutor support?

Members of the Curriculum Adviser team provide much of the support. This team includes subject area specialists, tutors who have gained an outstanding grade for their own teaching and other members of staff who have an excellent understanding of Adult Education's requirements of tutors.

[Link to Tutor Support Meeting Record Template](#)

[Link to Tutor Support Final Report Template](#)