

READING COMMUNITY LEARNING CENTRE

TUTOR EMPLOYMENT GUIDELINES



Date Approved by Board
Review Date
Signed on behalf of the
Board of Trustees

Nov 2014
Feb 2017

Dated

All (existing as well as new) tutors and educational staff employed to deliver or manage courses with the RCLC from 1st September 2007 need to be members of the Institute for Learning (IfL) in order to be contracted. They will also need to undertake appropriate DBS and advise IfL accordingly in order to remain in good standing. Removal of IfL membership will mean staff/tutor will not be able to be employed in an educational capacity.

RCLC Subject Qualification Requirements

To teach or assess at RCLC you will need the following qualifications:

- At least a level three qualification (for example NVQ/vocational level 3 in the subject you want to teach. Some of the more common level 3 qualifications are A-levels, Advanced Certificates of Education, Advanced GCEs, BTECs (including Nationals), the International Baccalaureate, Key Skills level 3, NVQs level 3 and OCR Nationals.
- Level 2 qualifications for some applicants may be applicable depending on range and breadth of experience in the sector. Evidence of level 2 (GCSE or equivalent), English, Maths and ICT to apply for Qualified Teacher Learning and Skills (QTLS).
- Literacy, numeracy and ESOL tutors must work towards or hold a specialist Skills for Life qualification in their subject area

RCLC Teaching Qualification Requirements

Since September 2007 all new teachers entering the further education sector in England and Wales have to undergo the following initial teacher training (ITT) to become a licensed practitioner (please see list below). All tutors teaching at RCLC must hold Associate Teacher Learning & Skills Status (ATLS) *or* hold or obtain within the first 12 months of being contracted for employment with the RCLC in this role, a Preparing to Teach in the Lifelong Learning Sector (PTLLS) Award or equivalent, and within 5 years achieve ATLS status.

- **Preparing to Teach in the Lifelong Learning sector (PTLLS) or Award in Education and Training (AET), formerly known as PTLLS**
A level 3 or 4 qualification and must be completed within 12 months of taking up a teaching post. After you've completed the PTLLS you then need to take further qualifications (see below for details), depending on whether you're aiming to qualify as a 'full' or 'associate' teacher.
- **Certificate in Teaching in the Lifelong Sector (CTLLS)**
CTLLS, (known as 'kettles'). This level 3 or 4 qualification should be taken once you've completed the PTLLS, and must be completed within five years of taking up a teaching post. This will qualify you to become an associate teacher. As an associate teacher you would have fewer teaching responsibilities than a full teacher

- **Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or Diploma in Education and Training (DET) formerly known as DTLLS, PGCE, Cert Ed**

DTLLS (known as 'detols') . This is the minimum qualification you need to work as a 'full' teacher in FE and it allows you to apply for Qualified Teacher Learning and Skills (QTLS) status. You either get the Diploma or you go down the PGCE/Cert Ed in Further Education route.

- **Level 6 The Cert Ed or PGCE within the FE sector route**

Alternatively you can undertake one of the higher education level 5 programmes, which combine the content of these qualifications into one package and may be called Cert Ed or PGCE within the FE sector. Teachers choose between the diploma, which is a teaching qualification, equal to the PGCE/Cert Ed, or the certificate, depending on their role.

Please note that from September 2013 new qualifications became available for teaching in the FE sector. The new qualifications are:

- Level 3 Award in Education and Training (QCF)
- Level 4 Certificate in Education and Training (QCF)
- Level 5 Diploma in Education and Training (QCF)
- Level 5 Diploma in Education and Training including a specialist pathway (QCF)
- Level 5 integrated specialist diplomas (QCF)
- Level 5 standalone specialist diplomas (QCF)

These are available alongside the previous qualifications and over time will replace the earlier versions.

Please note that previous qualifications will still be recognized. If you are unable to obtain these new qualifications it does not in any way prevent you from teaching in the FE sector in the future.

Engagement of Tutors

RCLC may engage tutors:

- who already have a teaching contract with RCLC
- who already have a teaching contract with another educational organisation
- who are not currently employed
- through a supply or private tutor agency.

Safeguarding

RCLC should ensure all normal employment checks are carried out on tutors i.e.

- References
- DBS
- Identity

Clearly, RCLC must protect staff and pupils and should discuss teaching arrangements with staff, parents and learners and undertake appropriate risk assessments. All tutors should receive a full induction, particularly around safeguarding, health and safety and behaviour management.

Terms, Conditions, Pay and Contracts

Contracts

Tutors should be issued with a contract when they start and this will serve for each term that they are employed by RCLC. Where subsequent courses are allocated, RCLC need to confirm this further allocation in a brief letter.

Tutor Pay

Tutor pay per hour has been set as follows;

- £25.00 per hour for tutors with a minimum of 2 years teaching experience in the relevant area/s of your course **and** a CELTA / PGCE/ DTTLs or 7407/7307 level 3 qualification
- £20.00 per hour for a tutor with a minimum of 2 years teaching experience in the relevant area/s of your course, with a subject specialism Level 2 **and** a PTTLs/ 7407 / 7307 stage 1 qualification
- £17.50 per hour for a tutor who has just completed initial teacher training such as PTTLs, with less than 2 years teaching experience
- £12.50 for a tutor with no teaching qualification but has 2 years experience in teaching the specialist subject area.
- In cases where a specialist tutor is required for a course who has extensive experience in teaching the subject but does not have the current teaching qualifications the decision to employ the tutor and the rate of pay will be at the discretion of the Board of Trustees.