

Key areas identified as being essential for the effective performance of the role of tutor:

1. Professional Knowledge:

Educators should possess the knowledge and understanding of the fundamental ideas, principles and structures of the disciplines they teach and of the Further Education and Training Sector. Educators must develop teaching strategies that aligns performance with success and be capable of demonstrating and articulating a range of philosophies of adult learning.

2. Professional Practice: Organisation and Planning

The ability to effectively and efficiently plan and prioritise the work scheduled is essential in the adult learning environment. The capacity to identify resource requirements to support subject delivery and to execute the use of resources to maximise the learning potential of learners is key to success of a programme. Educators must possess the skills necessary to deliver the learning objectives despite multiple demands. Data management in relation to learners for example registration, attendance, assessment/achievement records must be kept in an efficient and accurate manner and at all times be in compliance with guidelines and policies of the ETB.

3. Professional Values and Relationships

Educators may be required to liaise and interact with stakeholders both internal and external to LWETB and ensure that these interactions are at all times professional, appropriate, respectful and courteous even in challenging circumstances. Educators should be caring, fair and committed to the best interests of the learners entrusted to their care, and seek to motivate, inspire and celebrate effort and success. Educators should acknowledge and respect the uniqueness, individuality and specific needs of pupils/students/learners and promote their holistic development.

4. Professional Practice: Classroom and Learning Environment

Creating a safe learning environment that is inclusive of the needs of all learners and that is conducive to learning is essential. Educators must set high expectations for learner performance and behaviour. Educators should take all reasonable steps in relation to the care of students/learners under their supervision, so as to ensure their safety and welfare.

5. Professional Development: Self Awareness and Development:

Educators should have a clear understanding of the role. They should also be clear on the aims and objectives of the services they are delivering in and their role in meeting these aims and objectives. Educators should take personal responsibility for sustaining and improving the quality of their professional practice. Educators should actively maintain their professional knowledge and understanding in relation to their subject area to ensure it is current. Educators should value professional development opportunities and continually reflect on their professional practice to ensure it is effective. In a context of mutual respect, educators should be open and responsive to constructive feedback regarding their professional practice and, if necessary, seek appropriate support, advice and guidance.