



GATESHEAD OLDER PEOPLE'S ASSEMBLY

Sessional Tutor Information Pack

How we do our work

Gateshead Older People's Assembly is a charity working to improve the health and wellbeing of Gateshead residents aged 50+. We are governed by a board of trustees who are all Gateshead residents aged 50+, which gives us an excellent insight into the needs and wants of our beneficiaries.

The Assembly supports a number of classes and activities across the borough with the aim of reducing levels of loneliness and isolation, falls, and malnutrition among older people. Each class or activity on offer is designed to target at least two of these issues and is also aligned with the NEF Five Ways to Mental Wellbeing.



Our daily work is driven by a three-year **strategic delivery plan**, which outlines our objectives and the actions we will take to achieve them. View our strategic plan here: www.gatesheadopa.org.uk/about-us/our-strategy

Every year, we produce our **annual report**, a comprehensive summary of what we have achieved, our income and expenditure, and our plans for the upcoming year. View our annual report here: www.gatesheadopa.org.uk/about-us/annual-report

Our 10-week taster scheme

We recognise that setting up a new class or activity can be difficult. You need an appropriate venue. You need to advertise. You need to make sure you have enough participants to make a profit.

The good news is that you don't have to do it alone! We have a vested interest in making sure there is a wide variety of opportunities for older people in our borough. We find that the most efficient way to do this is to support our sessional tutors in getting their sessions established.

We have had great success with our 10-week taster session scheme. **To date, every course we have offered via our 10-week taster session scheme has continued to run permanently.** Here's how it works:

- We will work with you to secure an appropriate venue for your course. If you already have a relationship with a community centre, church, library, or other venue, that's perfect!
- We will agree a delivery day and time with you. This should be the same day/time each week for 10 consecutive weeks. If you work during the day, don't worry -- evening and weekend classes are absolutely fine.
- We will help you advertise your session via social media, our network of professionals working with older people, and our beneficiaries.
- We will pay your sessional fees and room hire costs for the first ten weeks of your course. Participants will attend free of charge.
- From week 11, your course will continue to run on a paid basis at a rate agreed between you and the participants.
- The Assembly will continue to promote your course!

Sessional Tutor Job Description (applicable during 10-week taster period)

Location:

All Assembly classes and activities must be delivered within the borough of Gateshead. Venues for specific classes and activities will be determined upon mutual agreement between the sessional tutor and the Assembly.

Reporting to:

Activities & Volunteering Coordinator

Role purpose: Gateshead Older People's Assembly supports the delivery of opportunities for people aged 50+ to socialise, exercise, and learn. Sessional tutors will be responsible for the planning and delivery of activities and classes designed to improve the health and wellbeing of older people in our borough. The Assembly's goal is to establish at least two such activities/classes in each of Gateshead's 22 wards by June 2021 to ensure all older people have access and opportunity to take part.

Main duties:

1. To plan and deliver high quality activities and classes that take into account the individual needs of participants.
2. To assist in the identification of appropriate venues for the delivery of such activities and classes.
3. To undertake appropriate risk assessments with regard to delivery venues, materials, and equipment.
4. To, in the case of exercise classes, conduct appropriate screening re: participant suitability, referring potential participants to their GP when necessary.
5. To assess, monitor, and record participants' attendance and progress using tools as agreed with the Assembly.
6. To be responsible to the Activities & Volunteering Coordinator for the implementation of Assembly policies, practices, and procedures.
7. To be responsible for the accurate recording of income and expenditure (where appropriate) as directed by the Activities & Volunteering Coordinator.
8. To provide verbal and/or written reports when required.
9. Other duties consistent with the successful operation of Gateshead Older People's Assembly activities programme as reasonably directed by the Activities & Volunteering Coordinator.

Sessional Tutor Person Specification

Competency		Essential/Desirable
Experience	<p>At least one year's experience in the delivery or facilitation of classes/activities.</p> <p>Experience in the delivery of classes/activities to people aged 50+.</p> <p>Experience in completing risk assessments.</p> <p>Experience in conducting participation screenings (if applying to deliver exercise classes).</p> <p>Experience in collating data and preparing progress reports.</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Qualifications	<p>A teaching qualification.</p> <p>Relevant qualifications and professional membership (if applying to deliver exercise classes).</p> <p>Able to produce current evidence of appropriate public liability insurance.</p>	<p>Desirable</p> <p>Essential</p> <p>Essential</p>
Knowledge	<p>Appropriate subject expertise or experience.</p>	<p>Essential</p>
Skills and abilities	<p>Excellent communication and presentation skills.</p> <p>Ability to work independently and use own initiative.</p> <p>Flexible, reliable, and punctual.</p> <p>Ability to provide constructive and developmental feedback.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Terms and conditions (applicable during 10-week taster period)

Rate of pay: To be agreed, based on tutors' experience and qualifications

Hours of work: One delivery hour per week for 10 consecutive weeks, in the first instance. Following the 10-week taster period, activities/classes should be delivered on the same schedule, if at all possible. If not, the Assembly should be informed of delivery days/times to ensure our timetable is up to date. The Assembly should also be informed of any cancellations (either for individual sessions or for activities/classes as a whole).

This role is offered on a sub-contracting basis. Sessional tutors will not be Gateshead Older People's Assembly employees.

Other terms and conditions will be as stated in your delivery contract.

Direction will be provided by the Gateshead Older People's Assembly Activities & Volunteering Coordinator, who is accountable to the Chief Executive.

How to apply

To apply to become one of our sessional tutors, please submit a CV along with a covering lettering outlining how you meet the criteria as outlined in the person specification. Your application can be emailed (lola@gatesheadopa.org.uk) or sent via post to:

Lola McPartland
Gateshead Older People's Assembly
Deckham Village Hall
Split Crow Road
Gateshead
NE8 3UB