

Post Specification

Date	May 2023
Post Group Number	PG6654
Post Title	Community Learning and Skills Tutor (Non-Accredited Courses)
Job Family	People Care and Development
Job Family Role Profile	PCD8ii
Final Grade	Grade 8

To be read in conjunction with the job family role profile

Service Area description

The Adult Learning Service is an integral part of the Council's Thriving Communities Directorate. The service is largely externally funded by the Skills Funding Agency with other smaller contracts from the Education Funding Agency and European Social Fund.

The service delivers community learning and skills provision to around 6000 adults a year in over 200 venues across the county including a network of Council-run community learning centres, schools, children's centres, employer premises, a wide range of community outreach locations and a number of independent externally sub-contracted organisations. The service is focussed on provision which transforms the lives of our most disadvantaged communities, enhances employment opportunities for low skilled residents and meets the needs of local employers.

The service provision consists of a wide range of community learning and skills programmes including: vocational qualifications; work-based learning (including apprenticeships); English & maths (at all levels from entry level through to GCSE); LLDD provision; employability; family learning; ICT; civic engagement; health & well-being, and culture.

Purpose of this post

- To provide high quality learning experiences for students enrolled on non-accredited and initial qualification Community Learning and Skills courses in the following subject areas:
- Wider Community Learning – e.g. Health & Wellbeing; Art and Craft; Languages
- Contribute to the development of learner centred learning provision which enables learners to develop their skills and knowledge and achieve their objectives within the Service Quality Improvement framework

Key job specific accountabilities

1. Participate in the Service's performance management and Quality Improvement processes through regular monitoring of attendance and learner progress and participating fully in the OTLA processes, including implementing any quality improvement or staff development activities identified in feedback and action plans.
2. Complete all necessary paperwork and administrative tasks including registers, progression and destination data, schemes of work, lesson plans, assessments, records of student work, and all appropriate accredited programme requirements within the required timeframes.
3. Prepare relevant, effective and challenging learning opportunities and provide regular feedback to learners on their learning so that all learners make good progress relevant to their starting point, they know how well they are doing, what they need to do to improve and meet the objectives set in their ILP.
4. Attend and complete mandatory training, CPD opportunities and annual appraisal meetings.
5. Share good practice and where appropriate develop learning programmes with colleagues.

6. Comply with key policies, in particular; Health and Safety, Equality and Diversity, Safeguarding/Prevent, Quality Improvement, also to work within the guidance set in the Tutor Handbook	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • Learner responsibilities
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • Qualified to an introductory teaching qualification in the adult learning sector (minimum Level 3, e.g. PTLLS/Award in Education and training) or working towards and must achieve in the first 12 months. • Relevant qualification and / or relevant experience in the Subject Specialism being offered • Maths and English at Level 2 or prepared to work towards achieving these • Experience of working in an adult learning context. • Good planning and organisational skills, with the ability to prioritise workloads, monitor and evaluate work, to ensure standards and outcomes are achieved • Ability to lead, develop and motivate students to achieve learning needs in accordance with their Individual Learning Plan. • Ability to effectively implement processes to improve the quality of provision to meet the requirements of the Ofsted Common Inspection Framework. • Ability to communicate effectively with learners from a wide range of backgrounds and be able to adapt teaching and learning strategies and select resources as appropriate in order to meet individual need. • Good record keeping skills with the ability to provide data to inform curriculum development and quality improvement. • Ability to work effectively as part of a wider curriculum team. • Up to date knowledge of the adult learning sector. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post requires a DBS check. • The level of check required is: <ul style="list-style-type: none"> ○ DBS Basic 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Occasional exposure to safeguarding issues
Physical Demands	<ul style="list-style-type: none"> • Normal
Working Conditions	<ul style="list-style-type: none"> • Post based within in an Area team but may be involved delivering learning across other areas of the county
Other Factors	
<ul style="list-style-type: none"> • Willingness to work outside normal office hours to meet the requirements of the post and the business needs of the service. • Ability to travel independently within the district worked in. • This post is linked to Post Group 6748 	