Logo

Description automatically generatedDiagram

Description automatically generated

A picture containing text, clipart

Description automatically generated

**Post 19 Tutor in Adult Education**

|  |  |  |
| --- | --- | --- |
| Personal Attributes Required | Essential (E)  Or  Desirable (D) | Method  of Assessment |
| **Experience/Qualifications**  A recognised full teaching qualification for the relevant programme:   * PGCE L5 (DTLLs or Cert Ed) for delivery of Maths and English accredited qualifications. * L4 (CTLLs/Certificate in Education & Training) for delivery of all other accredited qualifications. * Delta, CELTA or L3 teaching qualification and a minimum of 120h TESOL qualification with substantial experience of teaching across various levels, from pre-entry to L1, for delivery of ESOL programmes. * For non-accredited programmes. You must hold a recognised L3 teaching qualification and have experience of teaching across various levels. * L2 Specialist qualification relevant to the subject area and/or equivalent industry experience. * Experience of delivering high quality programmes to adult learners. * Experience of teaching adult learners to gain a qualification. * Experience of delivering online and blended learning. * L4 Award in the Internal Quality Assurance of Assessment Processes & Practice. * L2 Award for Learning Support Practitioners. * Maths and English at grade A\*- C or equivalent. | (E)  (E)  (E)  (E)  (E)  (D)  (D)  (D)  (E) | AF/I/R/C  AF/I/C  AF/I  AF/I  AF/I  AF/I/C  AF/I/C  AF  AF/C |
| * **Ability/Skills** * Good written and communication skills to effectively communicate with colleagues, managers, and a wide range of adults in spoken and written forms. * An understanding of the needs of adult learners. * Ability to assess and address individual learners’ needs. * A commitment to enabling all learners to achieve their full potential. * Experience of developing high quality resources. * Experience of writing programmes of learning. * Understanding of National Core Curriculum for adults. * Understanding of the OFSTED Education Inspection Framework (EIF) * Willingness to participate in team meetings and staff development days. * Good level of digital skills. * Good organisational and administrative skills to ensure accurate completion of relevant paperwork to fulfil Service, funding and awarding bodies requirements. | (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E) | AF/I/MT  AF/I  AF/I  AF/MT  AF/I  AF/I  AF/I  AF/I  AF/I/MT  AF/I  AF/I |
| **Knowledge**   * Significant and current knowledge of subject area. * Evidence of positive attitudes to and knowledge of promotion of equality and diversity and fundamental British Values through delivery. * Evidence of positive attitudes to and knowledge of embedding English, maths and ILT into learning programmes. * Understanding of the use of initial assessment to identify stretching and challenging targets. | (E)  (E)  (E)  (E) | AF/I/MT  AF/I/MT  AF/I/MT  AF/I/MT |

AF = Application Form

MT = Micro Teach

C = Certificate

I = Interview

R = Reference