



Person specification			
<b>Post title</b>	Sessional Adult Education Tutor	<b>Grade</b>	Pay Band H / SCP 23
<b>Service Area</b>	Education and Early Help	<b>Section/team</b>	Family & Community Education

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
<b>Skills, knowledge, experience</b>			
S1	Experience of planning, delivering and assessing adult learning programmes within a community context	Essential	A, I
S2	Experience of working within a quality assurance framework, e.g. Ofsted Common Inspection Framework.	Essential	A, I
S3	Awareness and understanding of embedding ICT and Functional Skills within a curriculum context	Essential	A, I
S4	Highly developed planning and co-ordination skills, with experience of working with and through others to develop a responsive curriculum	Essential	A, I
S5	Knowsley of information, advice and guidance service	Essential	A, I
<b>Personal attributes and circumstances</b>			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A, I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A, I
P3	A demonstrable willingness to share information and work with other people.	Essential	A, I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A, I
P5	Willingness to work flexibly within a team environment as well as with supervision	Essential	A, I

January 2021





<b>Communication</b>			
C1	Excellent communication skills and interpersonal skills with an ability to work with a wide range of learners.	Essential	A, I
<b>Qualifications</b>			
Q1	Must possess a Post-16 Teaching, Cert Ed/PGCE qualification	Essential	A, C
Q2	Must be willing to undergo, as a condition of employment, a enhanced DBS check	Essential	
Q3	Occupationally competent and suitably qualified in subject sector area	Essential	A, C
<b>Health and safety</b>			
H1	To use equipment as instructed and trained	Essential	A, I
H2	To carry out risk assessment of teaching and learning environments for all taught classes.	Essential	A, I
H3	To inform management of any health and safety issues which could place individuals in danger	Essential	A, I

**A** = Application form   **C** = Certificate   **E** = Exercise   **I** = Interview   **P** = Presentation   **AC** = Assessment Centre   **T** = Test

Date	Approved by authorised manager	Designation
07.07.2021	Angie Kitching	Head of Adult and Community Education

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

January 2021





- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

*January 2021*

