

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Adult learning and Skills SEND tutor (term time only) |
| HBC Grade: | **FE1-FE6** |
| Service: | **Halton Adult Learning** |
| Division: | **Employment Learning and Skills** |

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| **Main Purpose of the Role** |
| **To design and deliver our Supported Internship study programme with the inclusion of maths, English, Employability and ICT to support the young people’s success in the workplace. To assess and monitor the learning and achievements of Young People with SEND accessing this programme of study.** |

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| **Key Duties** | |
| **1** | **Work as part of the Employment, Learning and Skills Division in Halton, delivering learning programmes to Young People with SEND and an EHCP plan from a wide variety of backgrounds.** |
| **2** | **Be involved in promoting learning programmes to potential learners and to partner organisations within the borough.** |
| **3** | **Prepare learning programmes, including production of session plans and schemes of work for those programmes delivered.** |
| **4** | **Maintain other records in line with the requirements of the Education Inspection Framework – registers, contact logs, learner feedback, etc.** |
| **5** | **Monitor learner progress and achievements whilst on their Supported Internship study programme** |
| **6** | **Evaluate learning programmes and produce termly reports on the strengths and weaknesses of provision.** |
| **7** | **Deliver sessions with enthusiasm and sound, up to date knowledge.** |
| **8** | **Be aware of the needs of learners and respond accordingly within the teaching environment, for example, provision of specialist resources and implementation of the Equality Act 2010.** |
| **9** | **Work in partnership with other members of the Supported Internship Programme, including Job Coaches and the Pastoral Coach.** |
| **10**  **11** | **Attend staff training and development, as appropriate and to keep up to date with pre-16 and post-16 teaching methods.**  **Work as a team player within the Employment, Learning and Skills Team.** |
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| **12** | **Work with key partners within the borough to develop new programmes to meet the needs of adults e.g. Halton People into Jobs, local schools and colleges.** |
| **13** | **Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.** |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.



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| **EDUCATION / QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| * **Specialist qualification (or extensive experience) relating to individual subject area (e.g. Membership of International Guild of Artists, etc)** * **Teaching Certificate (adults) e.g. Diploma in Teaching in the Lifelong Learning Sector, PGCE, Certificate in Education, L3 Award in Teaching & Learning** * **Further training in the field of Adult Learning relevant to the post** * **Level 2 Literacy and Numeracy qualification.** | * **Level 4/5 Subject Specialist Certificate (Skills for Life Teacher’s Certificate) or willingness to work towards** * **Other teaching qualification e.g. BEd, NVQ Level 3/4 Learning & Development** * **A1 and/or V1 Assessor Award or equivalent** | All essential qualification certificates must be presented at interview. |

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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | **Experience of delivering SEND learning programmes within a range of settings** | Application / Interview |
| **Experience of working within a quality assurance framework e.g. Education Inspection Framework** | Application / Interview /Assessment |
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|  | Application / Interview /Assessment |
| **KNOWLEDGE** |  | Application / Interview |
| **Knowledge of working within a quality framework e.g. Education Inspection Framework** | Application |
|  | Application / Interview |
|  | Application / Interview |
| **SKILLS & ABILITIES** | **Excellent interpersonal skills** | Application / Interview /Assessment |
| **Willingness to work flexibly within a team environment** | Application / Interview |
| **Ability to work without supervision and to manage a workload within tightly prescribed timescales** | Application / Interview |
| **Good written and oral communication skills** | Application / Interview /Assessment |
| **A commitment to high standards of work and presentation** | Application / Interview /Assessment |
| **Ability to manage own performance and commitment to continuing professional development** | Application / Interview |
| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | **Experience of delivering in a community environment** | Application / Interview |
| **Experience of delivering learning programmes to SEND learners** | Application / Interview /Assessment |
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| **KNOWLEDGE** | **Knowledge of information, advice and guidance services** | Application / Interview |
| **Knowledge of current and proposed developments within the field of adult and community learning e.g. Education & Skills Funding Agency** | Application / Interview |
| **Knowledge of SEND learning programmes and EHCP plans** | Application / Interview |
|  | Application / Interview |
| **SKILLS & ABILITIES** | **Ability to work with a wide range of learners, including children and Young People** | Application / Interview |
| **Project management skills** | Application / Interview |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| **Ability to work in a number of venues across Halton** |  | Interview / Application/ Documentation |
| **Ability to be mobile throughout the borough.** |  | Interview / Application / Documentation |
| **Regular liaison with Adult Learning & Skills Manager** |  | Interview / Application/ Documentation |

**Common European Framework Level** - C2 – Mastery/ Proficiency - Capacity to deal with material which is academic or cognitively demanding, and to use language to good effect at a level of performance which may in certain respects be more advanced than that of an average native speaker

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.