



Community Learning Officer / Quality of Teaching and Learning

|  |  |  |
| --- | --- | --- |
| Personal Attributes Required | Essential (E)OrDesirable (D) | Method of Assessment  |
| **Qualification** * Relevant and appropriate teaching qualification
 | (E) | C |
| **Experience** * Previous experience of working in a learning environment
* Experience of managing people and projects
* Evidence of observations of teaching and learning
* Experience of working with awarding bodies
* Evidence of successful teaching
* Experience of managing a budget
* Experience of working as a team member
 | (E)(E)(D)(E)(D)(E)(E) | AF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Ability/Skills and Attributes*** Evidence of CPD in relation to teaching and learning/management
* Knowledge of the concept of Community Learning
* Knowledge of the main clientele base
* Knowledge of the needs of local employers/community groups/FE and other progression opportunities
* Ability to advise and support tutors and learners in developing learning
* Demonstrate ability to work hard, be self-motivated, self-reliant and have a ‘can do’ attitude
 | (E)(E)(E)(E)(E)(E)(E) | AF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Special Requirements** * Able and willing to work out of normal hours
* Vehicle owner with current driving licence
 | (E)(E) | AF/IAF/I |

AF = Application Form

MT = Micro Teach

C = Certificate

I = Interview

R = Reference