

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Adult Learning & Skills Sessional Tutor – Personal Development Tutor |
| HBC Grade: | **FE1 – FE6** |
| Service: | **Adult Learning Service** |
| Division: | **Employment, Learning & Skills** |

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| **Main Purpose of the Role** |
| To design and deliver quality Personal Development Learning Programmes and assess and monitor the learning and achievements of adult learners. |

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| **Key Duties** | |
| **1** | Work as part of the Employment, Learning and Skills Division in Halton, delivering learning programmes to adults from a wide variety of backgrounds and in a range of community venues including schools, community venues, libraries etc. |
| **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 Common Inspection Framework – registers, contact logs, learner feedback, etc. |
| **5** | Monitor learner progress and achievements including assignments and national tests/assessments in accordance with awarding body requirements and offer learners advice/information about the next steps. |
| **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** | To 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 tutors in Halton, for example, within Children’s Centres, Early Years, Further Education, Community and Voluntary Sector, local companies, etc. |
| **10** | Attend staff training and development, as appropriate and to keep up to date with pre-16 and post-16 teaching methods. |
| **11** | Work as a team player within the Employment, Learning and Skills Team. |
| **12** | Work with key partners within the borough to develop new programmes to meet the needs of adults e.g. Job Centres, Halton People into Jobs, local learning providers, employers, etc. |
| **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.  Further training in the field of Adult Learning relevant to the post.  Level 2 Literacy **and** Numeracy qualification or willingness to work towards within 12 months. | 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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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** |
| **ESSENTIAL** | Experience of delivering adult learning within a range of settings. | Secure knowledge and understanding of safeguarding, including reporting and recording processes. | Excellent interpersonal skills. | Application / Interview |
| Experience of working within a quality assurance framework e.g. Common Inspection Framework. |  | Willingness to work flexibly within a team environment. | Application / Interview |
|  |  | Ability to work without supervision. | Application / Interview |
|  |  | Ability to manage a workload within tightly prescribed timescales. | Application / Interview |
|  |  | Good written and oral communication skills. | Application / Interview |
|  |  | A commitment to high standards of work and presentation. | Application / Interview |
|  |  | Ability to manage own performance and commitment to continuing professional development. | Application / Interview |
| **DESIRABLE** | Experience of delivering in a community environment. | Knowledge of information, advice and guidance services. | Ability to work with a wide range of learners, including children. | Application / Interview |
| Experience of delivering learning programmes to adults with barriers to employment. | Knowledge of current and proposed developments within the field of adult and community learning e.g. Skills Funding Agency developments. | Project management skills. | Application / Interview |
|  | Knowledge of the ESOL and Functional Skills English curriculum. |  | Application / Interview |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Ability to work in a number of venues across Halton and be mobile throughout the borough. |  | Application / Interview |
| Regular liaison with Curriculum Manager. |  | Application / Interview |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **June 2023** |
| **JE Ref:** |  |
| **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.