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| Adult Learning & Skills Sessional Tutor – Digital Skills Tutor**SALARY GRADE: FE1-FE6** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As an Adult Learning & Skills Sessional Tutor - Digital Skills Tutor, you will be responsible for designing and delivering quality Digital Skills programmes and assessing and monitoring the learning and achievements of adult learners. More specific responsibilities include:* Work as a team player within the Employment, Learning and Skills Division in Halton, preparing and delivering learning programmes to adults from a wide variety of backgrounds and in a range of venues including schools, community venues, libraries etc.
* Prepare learning programmes, including producing session plans and schemes of work for the learning programmes delivered.
* Be involved in promoting the learning programmes to potential learners and partner organisations within the borough.
* Work in partnership with other tutors in Halton, e.g. within Children’s Centres, Early Years, Further Education, Community and Voluntary Sector, local companies, etc. And 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.
* 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.
* 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.
* Evaluate learning programmes and produce termly reports on the strengths and weaknesses of provision, and maintain other records in line with the requirements of the Education Inspection Framework – registers, contact logs, learner feedback, etc.
* Attend staff training and development, as appropriate and to keep up to date with pre-16 and post-16 teaching methods.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About You |
| For this role you must hold a specialist qualification, or have extensive experience, relating to an individual subject area. Also a Teaching Certificate (adults) e.g. Diploma in Teaching in the Lifelong Learning Sector, and a PGCE Certificate in Education. Further training in the field of Adult Learning relevant to the post and Level 2 Literacy **and** Numeracy qualification, or willingness to work towards within 12 months.In addition you will have:* Experience of delivering Digital Skills sessions in a learning environment.
* Secure knowledge and understanding of Digital Skills, including creating content and Social Media.
* Experience of working within a quality assurance framework e.g. Education Inspection Framework.
* Secure knowledge and understanding of safeguarding, including reporting and recording processes.
* Excellent interpersonal skills with good written and oral communication skills
* Willingness to work flexibly within a team environment and the ability to work without supervision.
* Ability to manage a workload within tight timescales with a commitment to high standards of work and presentation.
* Ability to manage own performance and commitment to continuing professional development.
* Regular liaison with Curriculum Manager.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.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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