



Community Learning Officer

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| 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
* High standards of professionalism with regard to punctuality, dress and behaviour.
 | (E)(E) | AF/IAF/I |

AF = Application Form

C = Certificate

I = Interview

R = Reference