Diagram

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Community Learning Officer

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| --- | --- | --- |
| Personal Attributes Required | Essential (E)  Or  Desirable (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/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/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/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/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/I  AF/I |

AF = Application Form

C = Certificate

I = Interview

R = Reference