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**Post 19 Tutor in Adult Education**

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| --- | --- | --- |
| Personal Attributes Required | Essential (E)  Or  Desirable (D) | Method  of Assessment |
| **Experience/Qualifications**  A recognised full teaching qualification for the relevant programme:   * PGCE L5 (DTLLs or Cert Ed) for delivery of Maths and English accredited qualifications. * L4 (CTLLs/Certificate in Education & Training) for delivery of all other accredited qualifications. * Relevant vocational qualifications L3/L2 * Delta, CELTA or L3 teaching qualification and a minimum of 120h TESOL qualification with substantial experience of teaching across various levels, from pre-entry to L1, for delivery of ESOL programmes. * For non-accredited programmes. You must hold a recognised L3 teaching qualification and have experience of teaching across various levels. * L2 Specialist qualification relevant to the subject area and/or equivalent industry experience. * Experience of delivering high quality programmes to adult learners. * Experience of teaching adult learners to gain a qualification. * Experience of delivering online and blended learning. * L4 Award in the Internal Quality Assurance of Assessment Processes & Practice. * L2 Award for Learning Support Practitioners. * Maths and English at grade A\*- C or equivalent – level 4 – 9. | (E)  (E)  (E)  (E)  (E)  (E)  (D)  (D)  (D) | AF/I/C  AF/I/C  AF/I/C  AF/I  AF/I  AF/I  AF/I/C  AF/I/C  AF |
| **Ability/Skills**   * Good written and communication skills to effectively communicate with colleagues, managers, and a wide range of adults in spoken and written forms. * An understanding of the needs of adult learners. * Ability to assess and address individual learners’ needs. * A commitment to enabling all learners to achieve their full potential. * Experience of developing high quality resources. * Experience of writing programmes of learning. * Understanding of National Core Curriculum for adults. * Understanding of the OFSTED Education Inspection Framework (EIF) * Willingness to participate in team meetings and staff development days. * Good level of digital skills. * Good organisational and administrative skills to ensure accurate completion of relevant paperwork to fulfil Service, funding and awarding bodies requirements. | (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E) | AF/I/MT  AF/I  AF/I  AF  AF/I  AF/I  AF/I  AF/I  AF/I/  AF/I  AF/I |
| **Knowledge**   * Significant and current knowledge of subject area. * Evidence of positive attitudes to and knowledge of promotion of equality and diversity and fundamental British Values through delivery. * Evidence of positive attitudes to and knowledge of embedding English, maths and ILT into learning programmes. * Understanding of the use of initial assessment to identify stretching and challenging targets. * Recent industry related experience relevant to academic discipline e.g. construction, maintenance, repairs, brickwork, muliti-trades. * Experience of developing and maintaining external partnerships to enrich teaching and learning. | (E)  (E)  (E)  (E)  (E)  (D) | AF/I/MT  AF/I/MT  AF/I/MT  AF/I/MT  AF/I  AF/I |

AF = Application Form

MT = Micro Teach

C = Certificate

I = Interview

R = Reference