

PERSON SPECIFICATION

Job Title:	Senior Adult Education Tutor
Directorate & Section/Unit:	People / Communities / Skills & Investment / Learning Services
Salary Grade:	Scale 6
WCC Management Level:	Frontline Staff

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of successfully facilitating learning in the further education sector
- Significant experience of performing a full range of teaching skills to a high standard (as set out in the ETF Professional Standards Stage 2 – “Professional Teacher / Trainer”) in a variety of community settings
- Significant experience of leading cohorts of learners with varying needs and abilities to success in the subject(s) specified in the advert for this role
- Considerable experience of delivering “first rung” learning opportunities
- Considerable experience of successfully engaging hard to reach communities with learning activities
- Demonstrable experience of assuring quality to Education Inspection Framework standards
- Significant experience of making constructive and productive contributions to team activities
- Demonstrable experience of improving service-wide quality of education by providing peer support, guidance, coaching and input to curriculum development
- Significant experience of communicating effectively with a range of audiences through oral and written methods, and through structured presentations
- Significant experience of using a range of IT systems, packages and available technologies for the effective delivery of learning programmes
- Demonstrable experience of using coaching, mentoring and other support techniques to facilitate achievement of learning outcomes
- Demonstrable experience of identifying poor performance/practice and providing advice, guidance and support to improve
- Demonstrable experience of providing information, advice and guidance to underpin enrolment onto suitable learning programmes, in-programme decisions about learning and onward progressions
- Considerable experience of managing complex group dynamics to facilitate inclusion of all
- Demonstrable experience of curriculum planning and course design
- Demonstrable experience of incorporating British Values, Safeguarding and Prevent strategies into both everyday practice and teaching and learning activities
- Demonstrable experience of working independently, managing own workload and effective time management skills

It is **desirable** that the post holder has:

- Significant experience of working co-operatively with others across the public, private and Voluntary & Community Sectors in pursuit of shared goals
- Demonstrable experience of using a range of performance measures and data to improve the quality of service provision

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge, skills and abilities in the subject or vocational area to be taught
- Specialist knowledge of the functions of the further education sector, including Adult & Community Learning
- Specialist skills and knowledge of Further Education teaching practice (as set out in the ETF Professional Standards Stage 2 – “Professional Teacher / Trainer”)
- Significant knowledge of coaching and mentoring models, and the ability to develop both pedagogical solutions which guide learners to success and solutions which improve staff performance
- Specialist knowledge of relevant qualifications, apprenticeship standards and/or learning programmes in own area of expertise, and of the progression pathways that these can lead to
- Detailed knowledge of the purpose of first-rung learning opportunities and the ability to form professional relationships which support the engagement of hard-to-reach groups
- Detailed ability of managing the dynamics and engagement of a diverse group of learners in an educational setting
- Working knowledge of the OFSTED Education Inspection Framework standards and other guidance influencing best practice, and the ability to deliver improvements in the work of self and others in pursuit of these standards
- Specialist skill in collaborating with others in pursuit of shared objectives
- Detailed knowledge of tools and techniques to inform curriculum development and the ability to implement improvements
- Specialist level of IT skills for both general office communication and for enhancement of learning
- Working ability of effectively motivating and managing learners with a range of abilities and needs, to support retention, progress and achievement on learning programmes.
- Working knowledge of post-16 learning pathways and the ability to provide learner-centred information, advice and guidance
- Considerable experience of managing difficult conversations with a solutions-based focus
- Working knowledge and proven ability of incorporating British Values, Safeguarding and Prevent strategies into both everyday practice and teaching and learning activities
- Ability to work effectively without direct supervision and within a team
- Ability to maintain records to an auditable standard
- Ability to travel county-wide to facilitate learning in a range of community settings
- Specialist understanding of the Professional Standards for Teachers and Trainers (Education and Training Foundation) and application in practice.
- Detailed understanding of awarding body, OFSTED and ESFA requirements for quality assurance systems
- Proven ability to communicate with people at all levels including external and internal stakeholders

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Qualified Adult Education Tutor status (DET, DTLLS Level 5, PGCE, CertEd or equivalent)
- A Level 2 qualification in English and Mathematics (Level 2 Functional Skills, GCSE Grade A-C or GCSE Grade 4-9)
- A qualification (or equivalent experience) in Essential Digital Skills
- Recognised qualification(s) (or equivalent experience) obtained within specialty/specialties being delivered and assessed at relevant level
- Evidence of recent and on-going professional development in a learning environment

It is **desirable** that the post holder has:

- An Assessor's Qualification (eg. D32/33, A1, Level 3 TAQA)
- An Internal Quality Assurance Qualification (eg. D34, V1, Level 4 IQA)
- A recognised Coaching qualification
- A Level 2 qualification or above in Information, Advice and Guidance
- Accreditation/membership of a relevant professional body

Author: Anna Lee

Date: 03/03/2022

Date of grading confirmation: