

## JOB SUMMARY

Post Title	Adult Community Learning Tutor						
Job Family	Service Delivery	Pay Range	8	Line Manager to others?	No	Role profile ref	SD08
Service Area	Adult Community Learning						
Line Manager	ACL Service Manager						
Location	Community Learning Centre, Ryde, Isle of Wight						
<b>Job Purpose</b>  This post holder will be a tutor able to deliver adult learning programmes to clients of the Adult Community Learning Service. This will involve preparation of schemes of work and session plans, the organisation of the learning environment, assessment of learning needs and providing initial information and advice to adults on behalf of the Service.  Additionally, post holders on the higher scale will be expected to deliver and assess accredited learning programmes.  The post holder will also be expected to meet the requirements of the Education and Skills Funding Agency and Ofsted.							
<b>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</b>  <ul style="list-style-type: none"><li>• To assess adult learners in terms of learning needs and learning styles.</li><li>• To deliver adult learning classes to groups to enable them to progress in various disciplines</li><li>• To monitor progress of learners and plan accreditation where appropriate</li><li>• To support learners to progress by promoting initial information, advice and guidance and signposting to next steps in the learner journey.</li><li>• To meet with co-ordinator to plan provision</li><li>• To undertake continuous professional development including working towards teaching qualifications (if required)</li><li>• Promote equality as an integral part of a role and treat everyone with fairness and dignity.</li><li>• To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed</li></ul>							
<b>Knowledge, Skills and Experience</b>							
Role Profile requirements.		Job specific examples.			Essential	Desirable	
Relevant practical experience of working with and understanding of the relevant legislation, statutory frameworks / requirements and good practice guidance.		Professional level of specialist expertise in relevant curriculum area			E		
		Substantial experience teaching in the FE sector (adult learning)				D	
		Evidence of Continuous Professional Development (CPD)				D	
Working knowledge of IWC professional groups and external agencies as relevant to the role.		Knowledge of Ofsted Common Inspection Framework			E		

	Knowledge and Understanding of Awarding bodies requirements e.g. OCN, NCFE, City& Guilds		<b>D</b>
Sensitivity and empathy to build trusting and supportive relationships.	Ability to work with adults understanding possible barriers to learning.	<b>E</b>	
Proven ability to interpret situations, analyse behaviours to make judgements and deliver interventions to achieve outcomes.	Knowledge of assessment and recording techniques in adult learning.	<b>E</b>	
	Ability to produce learning materials to suit learner ability and learning styles.	<b>E</b>	
Proven ability to build and maintain constructive working relationships with a range of people.	Ability to work with colleagues in order to plan adult learning courses and engage with quality assurance processes.	<b>E</b>	
Practical knowledge of a range of procedures and specialist equipment to support clients.	Able to use own initiative and work effectively without direct supervision yet remaining within Service policies and procedures.	<b>E</b>	
	Ability to be flexible and adaptable in approach to work.	<b>E</b>	
Proven ability to research, analyse and present complex information.	Able to prepare clear concise written communication and present data in an accurate and structured manner.	<b>E</b>	
Proven ability to prioritise own workload and achieve deadlines.		<b>E</b>	
Literate and numerate. Ability to maintain required records.		<b>E</b>	
ICT skills including use of Microsoft applications.	Previous use of various computerised systems, including Office 365 and online meetings. Experience of online learning platforms.	<b>E</b>	
Proven ability to communicate one to one and in small groups.		<b>E</b>	
Proven ability to manage challenging behaviour in clients.		<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.	Assessor qualification or willingness to work towards gaining through continuous professional development opportunities		<b>D</b>
GCSE level qualifications or equivalent.	Four GCSEs Grade 9 – 4 or equivalent (including maths and English)	<b>E</b>	
Relevant vocational / professional qualification.	Preparing to Teach in the Adult Learning Sector (PTLS or CTLS) qualification or equivalent or <b>willingness to work towards gaining</b> through continuous professional development opportunities	<b>E</b>	
European Computer Driving Licence or equivalent.			<b>D</b>
<b>Other Requirements</b>			
Full driving licence (desirable)			
<b>Organisational Structure</b>			
The post-holder will report directly to the Adult Community Learning Service Manager, who in turn reports to the Strategic Manager: Workforce and Organisational Development			