

## JOB SUMMARY

<b>Post Title</b>	<b>Adult Community Learning Tutor</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	9	<b>Line Manager to others?</b>	<b>Yes /No</b>	<b>Role profile ref</b>	<i>SD09</i>
<b>Service Area</b>	Adult Community Learning						
<b>Line Manager</b>	ACL Service Manager						
<b>Location</b>	Community Learning Centre, Ryde, Isle of Wight						

### Job Purpose

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.

The post holder will also be expected to meet the requirements of the Education and Skills Funding Agency and Ofsted. Additionally, post holders will be expected to deliver and assess accredited learning programmes in line with awarding body rules.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To assess adult learners in terms of learning needs and learning styles.
- To deliver adult learning classes to groups to enable them to progress in various disciplines
- To monitor progress of learners and plan accreditation where appropriate
- To support learners to progress by promoting initial information, advice and guidance and signposting to next steps in the learner journey.
- To meet with co-ordinator to plan provision
- To undertake continuous professional development including working towards teaching qualifications (if required)
- Promote equality as an integral part of a role and treat everyone with fairness and dignity.
- 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

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.	Professional level of specialist expertise in relevant curriculum area	<b>E</b>	
	Extensive relevant teaching experience in the FE sector (adult learning)	<b>E</b>	
	Knowledge of assessment and recording techniques in adult learning including portfolio based assessment techniques.	<b>E</b>	
	Ability to work with adults understanding possible barriers to learning.	<b>E</b>	
	Ability to produce learning materials to suit learner ability and learning styles.	<b>E</b>	
In depth knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good	Knowledge and Understanding of Awarding bodies requirements e.g. OCN, NCFE, City& Guilds	<b>E</b>	
	Knowledge of Ofsted Common Inspection Framework	<b>E</b>	

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knowledge of other areas of the authority relevant to the service.	Evidence of Continuous Professional Development (CPD)		<b>D</b>
Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.	Able to prepare clear concise written communication and present data in an accurate and structured manner.		<b>D</b>
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	Collection and handling of course fees in line with Service policies.		<b>D</b>
Good ICT skills including use of Microsoft applications and specialist systems.	Previous use of various computerised systems, including Office 365 and online meetings. Experience of online learning platforms.	<b>E</b>	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	Ability to work with colleagues in order to plan adult learning courses and engage with quality assurance processes.	<b>E</b>	
Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.	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>	
<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.	D32/33 or A1 and D34 or V1 or TAQA qualifications in internal and external verification		<b>D</b>
Educated to A level standard or equivalent or equivalent experience.	Four GCSEs Grade 9 – 4 or equivalent (including maths and English) plus teaching qualification at level 3 or above.	<b>E</b>	
Relevant vocational / professional qualification.	Qualified Teacher Learning and Skills qualification (QTLS or DTLS) or equivalent	<b>E</b>	
<b>Other Requirements</b>			
Full driving licence (desirable)			
<b>Organisation Structure (optional)</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			