

## Job Description

<b>DIRECTORATE:</b>	Education and Family Support
<b>DEPARTMENT:</b>	Learner Support / Adult Community Learning
<b>POST:</b>	Skills Tutor (one of Basic Skills, Digital Skills or Employability)
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	E-Learning Manager/Learning Engagement Officer

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### JOB PURPOSE:

To develop, design, plan, organise, deliver and evaluate sessions/courses in key priority areas at various venues throughout the county in compliance with all quality and service standards and terms and conditions; and also, to plan, design and deliver courses online and through a blended learning approach managing a caseload of learners and signposting to the most appropriate learning methodology.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Comply with all quality/accreditation procedures for both informal and accredited provision in own area of delivery but also take a lead role in assisting managers with standardising assessment practices across the assessor team within own curriculum sector.
- Organise planning and teaching time effectively with thorough preparation beforehand to include full scheme of work and session plans on service pro-formas. Design and create high quality teaching and learning resources, as well as undertaking all necessary administration, face to face and through an online method, ensuring it is submitted within given deadlines.
- Undertake engagement and development activities in the community to develop cohorts of learners with basic skills/digital skills/employability needs - giving advice, enrolling and supporting learners on courses; ensuring that they are signposted and supported on to the most appropriate support and provision according to their needs.
- Provide support, encouragement and appropriate advice and guidance to individuals from the point of enrolment, during the course and helping participants to identify progression opportunities. Being aware of all relevant Health and Safety regulations, and take all reasonable care of learners and resources.
- Regularly evaluate, monitor and review both learner and own performance.
- Attend at least three curriculum/staff development meetings per year, and demonstrate a commitment to continuous professional development. Take a lead role in delivery standardisation events and CPD sessions to the wider assessment team.

- Be proactively involved in marketing and promoting Adult Community Learning courses/service and acting in a way as to promote Adult Community Learning positively at all times.
- Undertaking any duties and responsibilities commensurate with the grade of the post and participating along with colleagues in arrangements to ensure front-line services to the public across all of adult community learning services are maintained at all times. Working evenings and weekends when required to support service delivery is a requirement of this post.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Skills Tutor

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Relevant teaching qualification (e.g. PGCE, PTLLs).</li> <li>• Teaching experience would be an advantage.</li> <li>• Relevant professional qualifications or curriculum area expertise in the designated priority areas of Basic Skills, Digital Skills or employability.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Relevant subject qualifications and/or subject area expertise.</li> <li>• A knowledge and understanding of varying awarding bodies and progression routes for learners.</li> <li>• A knowledge of internal quality assurance processes.</li> <li>• Experience of working in a variety of community settings.</li> <li>• Experience of delivering online or alternative relevant experience.</li> <li>• Experience of developing and managing caseloads.</li> <li>• Experience of dealing with members of the public, especially those from traditionally disadvantaged groups.</li> <li>• Awareness of those barriers to learning specific to a variety of traditionally 'hard to reach' learners.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to form constructive working relationships with colleagues and learners.</li> <li>• Ability to communicate clearly and effectively.</li> <li>• Ability to demonstrate good organisational skills.</li> <li>• Good ICT skills.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

<p><b>Skills &amp; Personal Qualities (continued)</b></p>	<ul style="list-style-type: none"> <li>• Time management skills with ability to prioritise tasks according to deadlines.</li> <li>• Ability to think clearly.</li> <li>• Ability to work flexibly and proactively.</li> <li>• Full driving licence and own transport due to the nature of the post and the venues used.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>
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