

# Post Specification

## Post Specification - Key Information

- **Post Title: Community Learning and Skills Tutor – (Accredited Courses)**
- **Date: May 2025**
- **Post Group Number: 6652**
- **Job Family: People, Care and Development**
- **Job Family Role Profile: PCD10ii**
- **Final Grade: 10**

To be read in conjunction with the job family role profile.

## Service Area Description

The Adult Learning Service is largely externally funded by the Department for Education with other smaller contracts from the Education Funding Agency and European Social Fund.

The service delivers Tailored Learning and skills provision to around 6,000 adults a year in over 200 venues across the county including a network of Council-run community learning centres, schools, children's centres, employer premises, a wide range of community outreach locations and a number of independent externally sub-contracted organisations. The service is focussed on provision which transforms the lives of our most disadvantaged communities, enhances employment opportunities for low skilled residents and meets the needs of local employers.

The service provision consists of a wide range of Tailored Learning and skills programmes including: vocational qualifications English & maths (at all levels from entry level through to GCSE); LLDD provision; employability; family learning; ICT; health & well-being and culture.

## Purpose of this Post

- To provide high quality learning experiences for students enrolled on accredited Skills programmes within Community Learning, in particular:
  - English (GCSE and Functional Skills)
  - Mathematics (GCSE and Functional Skills)
  - Science (GCSE)
  - Family Learning

Contribute to the development of learner centred learning provision which enables learners to develop their skills and knowledge and achieve their objectives within the Service Quality Improvement framework.

## Key Job Specific Accountabilities

1. Participate in the Service's performance management and Quality Improvement processes through regular monitoring of attendance and learner progress and participating fully in the OTLA processes, including implementing any quality improvement or staff development activities identified in feedback and action plans.
2. Complete all necessary paperwork and administrative tasks including registers, progression and destination data, schemes of work, lesson plans, assessments, records of student work, and all appropriate accredited programme requirements within the required timeframes.
3. Prepare relevant, effective and challenging learning opportunities and provide regular feedback to learners on their learning so that all learners make good progress relevant to their starting point, they

know how well they are doing, what they need to do to improve, meet the objectives set in their ILP and progress to a positive destination eg employment or further learning.

4. Attend and complete mandatory training, CPD opportunities and annual appraisal meetings.
5. Share good practice and where appropriate develop learning programmes with colleagues.  
Comply with key policies, in particular; Health and Safety, Equality and Diversity, Safeguarding / Prevent, Quality Improvement, also to work within the guidance set in the Tutor Handbook.

*Please note: Annual targets will be discussed during the appraisal process.*

### Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** Learner Responsibilities

### Essential Criteria

#### **Qualifications:**

- Fully qualified to teach in the adult learning sector at Level 4/5 (PGCE, Cert Ed, DTLLS, Diploma in Education or equivalent) or currently enrolled to complete within the next two years
- Hold a qualification at least one level above the subject taught e.g. A level Maths if teaching GCSE Maths
- Maths and English at Level 2.

#### **Knowledge:**

- Good planning and organisational skills, with the ability to prioritise workloads, monitor and evaluate work, to ensure standards and outcomes are achieved particular when delivering accredited or qualification programmes
- Up to date knowledge of the adult learning sector

#### **Experience:**

- Experience of working in an adult learning context.

#### **Expertise:**

- Ability to lead, develop and motivate students to achieve learning needs in accordance with their Individual Learning Plan
- Ability to effectively implement processes to improve the quality of provision to meet the requirements of the Ofsted Common Inspection Framework
- Ability to communicate effectively with learners from a wide range of backgrounds and be able to adapt teaching and learning strategies and select resources as appropriate in order to meet individual need.
- Good record keeping skills with the ability to provide data to inform curriculum development and quality improvement
- Ability to work effectively as part of a wider curriculum team

### Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- **The level of check required is:**
  - DBS Enhanced with no barred list

### Job Working Circumstances

- **Emotional Demands:** Occasional exposure to safeguarding issues
- **Physical Demands:** Normal
- **Working Conditions:** Post based within in an Area team but may be involved delivering learning across other areas of the county

### Other Factors:

- Willingness to work outside normal office hours to meet the requirements of the post and the business needs of the service.
- Ability to travel independently.
- This post is linked to Post Group 6745