

Post Specification

Post Specification - Key Information

- **Post Title: Community Learning and Skills Tutor (Employer Engagement)**
- **Date: May 2026**
- **Post Group Number: 9033**
- **Job Family: People Care and Development**
- **Job Family Role Profile: PCD10ii**
- **Final Grade: Grade 10**

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

Service Area Description

Cumbria Adult Learning 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 design, deliver and assess high-quality vocational, employability, literacy and numeracy learning programmes for adult learners across a diverse range of business and industry sectors throughout Westmorland and Furness or Cumberland areas.

The postholder will work in close partnership with employers to identify workforce development needs and provide engaging, flexible and industry-relevant training that meets awarding body accreditation requirements. Learning provision will be learner-centred, outcome-focused and aligned to the Service's Quality Improvement Framework, enabling individuals to develop skills, enhance employability and achieve their personal and professional goals. (

Key Job Specific Accountabilities

1. Deliver engaging, learner-centred vocational, employability, numeracy and literacy provision aligned to employer and learner needs embedding English, maths, digital and employability skills as appropriate.
2. Participate in the Service's performance management and Quality Improvement processes through regular monitoring of attendance and learner progress and participating fully in the Observation of Teaching and Learning (OTLA) processes, including implementing any quality improvement or staff development activities identified in feedback and action plans.
3. 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.

4. Plan, adapt and deliver training across a range of learning styles and workplace contexts, assess learner progress using appropriate methods, and provide timely, constructive feedback to support achievement of learning outcomes and objectives set in their ILP.
5. Attend and complete mandatory training, CPD opportunities and annual appraisal meetings, share good practice and where appropriate develop learning programmes with colleagues.
6. 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.
- Relevant qualification and / or relevant experience in the Subject Specialism being offered
- 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.
- Relevant vocational qualification(s) or substantial occupational experience in a business-related field.

Experience:

- Significant experience Employability, Maths, Numeracy and Pathway programmes.
- Experience of working in an adult learning context with the ability to deliver learning in varied environments, including employer premises.

Expertise:

- 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.
- 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 Education 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 (remove others not required):**
 - DBS Enhanced - no barred list

Job Working Circumstances

- **Emotional Demands:** Occasional exposure to safeguarding issues
- **Physical Demands:** Normal
- **Working Conditions:** Travel may be required around Westmorland & Furness or Cumberland. Willingness to work outside normal office hours (evening work) to meet the requirements of the post and the business needs of the service.

Other Factors:

- Ability to travel independently