# **PERSON SPECIFICATION: ADULT EDUCATION TUTOR /ASSESSOR POST REFERENCE: SR-101607**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Appropriate subject qualification ( minimum level 3 )(F)  Teaching qualification(F)    Certificate in assessing (F) | Degree or equivalent (F)  Level 4 subject qualification (F), (I) |
| * **Work or other relevant experience** | Experience of working as part of a team.(F)(I)  Experience of delivering a range of teaching programmes(F) | Experience of working in the FE sector (F), (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | Good general awareness of Quality assurance issues(F)(I)  Sound Communication skills both written and oral(F)(I)  Ability to plan own workload and to meet deadlines(F)(I)  Proven teaching ability(R)  Sound administrative skills,(F) | tieodeo  Knowledge of PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. (F), (I)  To uphold the service values and responsibilities with regard to equality and diversity. (F), (I) | |
| * + **General competencies** | Appropriate level of English and Maths(F)  Sound ICT skills(F) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.