Person Specification – Adult Learning and Skills Tutor

Part A
The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage:

Essential

- Relevant industry or professional qualification in subject area or evidence of professional experience.
- Teaching qualification (Bed, Cert Ed or equivalent) or a commitment to achieving a current qualification within 3 years of commencing employment with NCL.
- Level 4 Literacy/ Numeracy/ESOL qualification/ experience of Family Learning as appropriate (for specialist areas).
- Assessors and verifiers awards or a commitment to achieving them within 12 months (for assessors for apprenticeships and other workplace learning programmes).
- Experience of curriculum development.
- Experience of monitoring and evaluating learning.
- The ability to organise and prioritise.
- Experience of the full range of teaching, learning and assessment processes and procedures.
- Experience of delivering learning to meet individual needs.
- A commitment to participate in staff development and using the learning to innovate practice.
- A commitment to equality and diversity and understand its promotion in teaching, learning and assessment.
- Effective written communication skills.

Desirable

- Qualified Teacher, Learning and Skills status.
- Previous experience of working with awarding bodies.
- Experience of mentoring colleagues.
- Experience of the supervision of volunteers and integrating them into the planning and delivery of sessions.
- Experience of undertaking observation of teaching, learning and assessment
- Good IT skills.
- Innovation in teaching, learning and assessment including e-learning.
- Driving licence and use of a car.

Part B
The following criteria will be further explored at the interview stage:

- Demonstrates relevant knowledge of the subject area.

- Demonstrates an understanding of curriculum development both generally and in a specialist area.
- Experience of developing effective schemes of work and lesson plans.
- Highly developed oral communication skills.

Additional Requirements

Flexibility in working hours – the normal service delivery hours are Mon to Thurs 9am to 9pm and Friday 9am to 4pm. There is occasional weekend delivery by agreement only. Tutors may be required to teach up to two evenings per week although by mutual agreement more evenings may be taught. For staff who teach LLDD, 16-18 year olds and Family Learning DBS clearance is required.