# **PERSON SPECIFICATION: ADULT EDUCATION TUTOR COORDINATOR POST REFERENCE: SR-106469**

**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.**

|  |  |  |
| --- | --- | --- |
| 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)** | Teaching qualification ( min Cert Ed ) (F)  Appropriate subject qualification at level 4 or equivalent (F) | Degree or equivalent (F)  Internal Quality Assurance Qualification (F) |
| * **Work or other relevant experience** | Experience of working as part of a team.(F)(I)  Experience of delivering a range of teaching programmes (F) (I) | Experience of working in the FE sector (F)(I)  Experience of supporting staff (R) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**2**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 understanding of quality assurance procedures.(F)(I)  Experience of developing new programmes and initiatives(F)(I)  Knowledge of implementing Internal and External Verification procedures.(F)(I)  Sound communication skills both written and oral(F)(I)  Ability to plan own work load and to meet deadlines (F)(I) | tieodeo  Experience of implementing Self-Assessment procedures.(F)(I) | |
| * + **General competencies** | Appropriate level of English and Maths (F)  Basic ICT skills (F) |  | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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.