# **PERSON SPECIFICATION: Adult Education Tutor /Assessor POST REFERENCE: SR- 105808**

**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, Certificate in Education  Appropriate level of English and Maths(F) | Degree or equivalent  Level 4 subject qualification  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 or assessor-led programmes(F) (I) | Experience of working in the FE sector |
| **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 or assessing ability(R)  Sound administrative skills (F) | tieodeo  Knowledge of Prevent and the safeguarding and promotion of the welfare of children and/or vulnerable adults.  To uphold the service’s values and responsibilities with regard to equality and diversity. | |
| * + **General competencies** | Good level of 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.