



Job Profile

Casual learningSkills Tutor

Grade G

Group: Children, Adults and Families

Service: Education, Schools and Inclusion

Location: As required

Line Manager: learningSkills Co-ordinator

Car User Status:

Job Purpose

learningSkills is a high performing provider, rated 'good' by Ofsted. We develop local people to realise their potential in gaining employment, improving careers, supporting communities and personal and social development. We support our learners to attain their full education and skills potential. An essential element in our work is the development of literacy, numeracy and IT skills of students. The job holder must be resilient as you may be working with students from challenging circumstances, you must have a range of positive strategies to successfully engage disaffected learners.

The key roles of this post will include:

1. To implement effective teaching strategies to maximise the success of learning.
2. To be responsible for the training, reviewing, assessment and recording of achievement in line with the Qualification framework and learning programme.
3. To place the needs of learners and employers at the centre of delivery.
4. To apply learningSkills quality frameworks in all aspects of the learner journey, including recording and tracking learner progress and undertaking formative and summative assessment of learners work.
5. To design programmes to meet the criteria set by funders and examining bodies.
6. To deliver accredited and/or non-accredited courses to an outstanding quality standard.
7. Provide learners with appropriate information, advice and guidance and support.
8. To encourage participation in learning programmes.
9. To safeguard learners and provide a safe learning environment.
10. To undertake initial assessment including setting SMART targets and assisting participants to overcome barriers to learning.
11. To embrace CPD opportunities to develop knowledge and skills.
12. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Knowledge of safeguarding and Prevent policies and procedures
- Knowledge of meeting the Common Inspection Framework and quality standards relating to learning
- Awareness of health and safety issues and knowledge of health and safety legislation
- Knowledge and understanding of Equal Opportunities policies and procedures and methods of widening participation in community learning

Experience

- Experience of improving quality of learning.
- Experience of delivering and assessing accredited and/or non - accredited courses
- Experience of and ability to plan, write, deliver and evaluate training sessions for accredited and non-accredited programmes
- Ability to effectively review, monitor and offer guidance and support to young people and adults
- Experience of and ability to work on own initiative, organising and prioritising your own work
- Effective use of ICT within a learning environment
- Ability to work flexibly

Qualifications

- To have a qualification (where one exists) in the subject to be taught at one level above the programme to be taught
- Level 4 teaching qualification
- GCSE Grade 4 or Grade C or above in maths and English or equivalent

Desirable:

Knowledge

- The application of the Equality Act
- A qualification in Skills for Life

Experience

- Working with disadvantaged groups.
- Applying education within a community setting/ business
- Experience of working with young people or adults with learning difficulties and disabilities

Qualifications

- First Aid Qualification
- Safeguarding Qualification
- Lifting and Handling Qualification
- Fire Warden Qualification
- IT level 2 or above



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences