# **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)** | Level 4 Certificate in Education OR Level 3 Certificate in Assessing Vocational Achievement (or equivalent) (F)  Appropriate subject qualification (minimum level 3) (F)  Appropriate level of English and Maths at minimum level 2 (F) | Degree or equivalent  Level 4 subject qualification  Level 4 Internal Quality Assurance qualification |
| * **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  Experience of working with individuals facing barriers to learning (such as challenges relating to disabilities, ill-health, mental health issues, low self-esteem, chaotic home lives etc.) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Knowledge and understanding of the Ofsted Education Inspection Framework (Further Education and Skills)  Knowledge of legislation relating to Equality and Diversity, Safeguarding, Prevent Agenda, British Values (F)(I)  Detailed knowledge of legislation relevant to the subject area taught – for example: Functional Skills Reforms, Digital Skills Reforms, UNCRC Children’s Act, Keeping Children Safe in Education Act, Health & Safety Act (F)(I)  Proven ability to design and develop learning provision (F)(I)  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.