

Skills for Life Tutor

Grade 9

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The purpose of the Skills & Employability department is to improve people's lives through learning and training, leading to employment and/or increased personal fulfilment, and to support the growth of Staffordshire's economy and society;

- Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire's 19+ residents,

by enabling development of external/internal partnerships, through direct delivery.

- Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
- Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
- Working with providers and partners to ensure that Staffordshire's social, employment and economic demands are met.

The Community Learning Service is part of the Skills and Employability department and is the County Council's Lead for the commissioning and delivery of accredited and non-accredited courses. The Service holds a varied portfolio of Providers and provision, including the Direct Delivery Unit (DDU), across Staffordshire.

About the Role

The Skills for Life ESOL Tutor delivers flexible, community-based learning to help families in Staffordshire overcome barriers, build confidence and independence, and progress into education, employment, and active community life.

Reporting Relationships

Responsible to: Programme Manager, Community Learning

Key Accountabilities:

1. To deliver a high-quality learning experience to learners on programmes in community venues. Using a range of teaching methods and learning resources to support the delivery of vibrant programmes that promote progression and support the priority outcomes of the Council.
2. To plan learning programmes to meet the needs of individual learners and groups across Staffordshire.
3. To produce learning materials and resources to meet both learner needs and quality assurance standards.
4. To assess individual and group learning goals/needs and incorporate these into teaching practice.

5. To review and evaluate individual sessions and learning programmes to support the achievement of key performance indicators, whilst complying with funding requirements.
6. To provide effective course administration, including the completion of ACL Service Learner and Tutor documentation and maintain appropriate learner and programme records, including schemes of works lesson plans.
7. To assist in identifying progression routes and supporting learners into further learning, volunteering and/or employment by offering a curriculum designed to meet with local personal and economic need and supports the Councils priority outcomes.
8. To prepare and support learners for external examinations and liaise with internal/external assessors as required by external awarding bodies whilst complying with internal processes.
9. To attend and play an active role in team meetings, to take part in staff development and complete mandated CPD to ensure curriculum delivery is current and promotes opportunities for the service to deliver priority outcomes of the Council.
10. Responsible for collecting course fees and accounting in according with County Council's financial procedures.
11. To promote a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.
12. Commitment to safeguarding and promoting the welfare of vulnerable groups.
13. To undertake other duties commensurate to the grade as required.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role regionally.

80061276/G09/CAS

This post has no political restriction.

This post is identified as safety critical; therefore you may be subject to random alcohol and drug testing. This is to help ensure the health, safety and wellbeing of all employees and service users.

As an Authority we are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Environment

Deliver a reduction in the Councils' environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.







Safeguarding



Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
 	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • Level 4/5 qualification in Language • A recognised teaching qualification 	<p>A A</p>
   	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Knowledge of subject area, which you are teaching. • An understanding of adult teaching methodologies. • An understanding and commitment to equal opportunities and safeguarding practices. • Experience of using a wide range of ICT platforms and applications. • Experienced in communicating effectively with adults from a wide range of backgrounds. • Experience of teaching adults in a community setting. • Experience of working with people who face barriers to participation in accessing learning, employment or community services. • Experience in motivating and encouraging adults. • Experience in planning and delivering learning programmes and sessions and associated materials. 	<p>A/I A/I A/I A/I A/I A/I A/I</p>

	Skills <ul style="list-style-type: none"> • Effective communication and inter-personal skills. • Ability to work independently and collaboratively to support delivery of Direct Delivery priorities. • Committed to delivering high quality outcomes. • Effective planning and organisation skills and ability to prioritise workload. • Ability to work in partnership with colleagues/stakeholders to achieve aims and priorities. • Ability to travel across the County to deliver learning programmes. 	A/I A/I A/I A/I A/I
 		



*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting Talent & Resourcing Team 01785 278300