Job title Skills for Life Tutor - ESOL

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 citizens
* 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.

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 Community Service learner and tutor documentation and maintain appropriate learner and programme records, including schemes of works and 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. Plan, prepare, deliver and support learners for examinations and liaise with other assessors whilst complying with internal processes and external awarding body requirements.
      9. To attend and play an active role in team meetings, staff development and complete mandatory Continual Professional Development 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 accordance 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.

**This post is designated as a casual car user.**

**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.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**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

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Level 4 qualification in ESOL * A recognised teaching qualification (Award in Education, Cert Ed, PGCE or equivalent) | A  A |
| **employer_small** | **Knowledge and Experience**   * 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. | A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Strong and 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 |

**employer_small** 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.

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