

PERSON SPECIFICATION

ADULT LEARNING TUTOR

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ➤ Qualified to a minimum Level 3 in Education and training or equivalent ➤ Experience of planning and delivering employability skills, digital skills and life skills to support customers into work or training ➤ Experience of keeping accurate and comprehensive tutor records ➤ Experience of engaging and working effectively with individuals who possess various barriers to employment and learning ➤ Experience of using and adapting appropriate assessment methods 	<ul style="list-style-type: none"> ➤ Full UK driving licence with own transport ➤ Experience of teaching ESOL to Adults ➤ Experience of liaising with partners to refer people to training and work opportunities ➤ Experience of Google classroom delivery
Skills & Knowledge	<ul style="list-style-type: none"> ➤ Ability to deliver non accredited training to meet the needs of the customer group ➤ Excellent literacy and numeracy and IT skills ➤ Excellent administrative and organisational skills ➤ Strong interpersonal skills ➤ Ability to operate with strict confidentiality ➤ An understanding and commitment to equality of opportunity ➤ Confident in managing your time effectively in particular when working independently or in external venues ➤ Ability to practically work with potential customers in a constructive and non-judgemental way ➤ Good knowledge of online platforms for course delivery 	<ul style="list-style-type: none"> ➤ An understanding of government legislation regarding unemployment and entitlements ➤ Confident in forming effective new relationships by cross partnership work and networking. ➤ Knowledge of working with various referral agencies
Personal Attributes	<ul style="list-style-type: none"> ➤ Effective team worker ➤ Flexible ➤ Adaptable ➤ Reliable ➤ Committed ➤ Enthusiastic ➤ Hard working ➤ Ability to problem solve 	