**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Part-Time Hourly Paid Adult Skills Employability Tutor | Adult Skills |
| **SALARY** | **BENEFITS** |
| Qualified Part time hourly paid Lecturer rate £21.36 per hour Unqualified hourly rate £18.27 Includes an element of holiday pay |  |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Adult Skills Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| We are looking for a tutor who can deliver and assess City and Guilds Level One Employability Skills in Community Settings across Lancashire. | |

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| **POST SPECIFIC DUTIES** |
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| Duties include:   * Deliver Award in City and Guilds Level One Employability Skills in a variety of community settings. * To complete all course paperwork, support in risk assessment writing and follow the College procedures in terms of accident and safeguarding reporting. * To provide feedback to the Adult Skills team in terms of course or student issues or possible amendments for future delivery. * Undertake College Mandatory Training for Short Course Tutors if not already a College employee. |
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| **OTHER COLLEGE DUTIES** |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and open * Safe and supportive culture * Inspiring learners and staff * Positive and dynamic attitude |
| Promote College sustainability policies and strategies by personal commitment and lead by example. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. |
| Maximise effective use of time and personal ability. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |

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| **OTHER DUTIES** |
| The postholder must be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. |
| The postholder must be thoroughly aware of College Health and Safety policies and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies across all areas of his/her responsibility. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team or alone (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I) |  |
| ***Attainments*** | |
| Assessor qualification (A)  Experience of delivery of employability courses/training for adults (A) | Educated to GCSE level in Maths and English (or equivalent) (A) |
| ***General Intelligence*** | |
| ICT Skills and Competency (A/I)  Good level of education (A/I) |  |
| ***Special Aptitudes*** | |
| Personable approach and high levels of customer service (A/I) |  |
| ***Interests*** | |
| Horticulture (A/I) |  |
| ***Disposition*** | |
| Good interpersonal skills (I)  Good communication skills (I)  Friendly and approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities issues within an educational context (A/I)  An understanding of “safeguarding” and its importance within the College \* (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Criminal Records Bureau clearance at Enhanced level (A/I)  Ability to work flexibly (I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **SALARY** | HOURS OF WORK |
| Qualified Part time hourly paid Lecturer rate £21.36 per hour Unqualified hourly rate £18.27 Includes an element of holiday pay | On Demand |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Should your application be successful you will  be sent further details via email from eSafeguarding. They are the  Registered Umbrella Body we have chosen to complete the Disclosure and Barring  Service (DBS) process on your behalf. Please note that all new employees of the  College will be required to pay for their DBS check via eSafeguarding  at the time of application (at present £40.00 for an enhanced level check). | |