



Adult Learning Tutor Job Description

Application packs can be downloaded from <http://thelegacyhub.co.uk/vacancies/>
 Please return to careers@legacy-hub.co.uk

Closing Date: 16/10/17

Expected date for interviews: 23/10/17

Post Outline

Post Title:	Adult Learning Tutor	Post No:	N/A
Funded by:	Glasgow City Council Integrated Grants Fund		
Area:	Ruchazie & Easterhouse		
Reports to:	Adult Learning Co-ordinator		
Location:	Based at 301 Springfield Road, Glasgow, G40 3LJ, operating in: Ruchazie Community Learning Centre 441 Gartloch Rd Glasgow G33 3TJ and GESH 1 Redcastle Square Glasgow G33 5EG		
Contract	Part Time 5 hours per week £13.50 per hour. Funded until 1 st April 2018 in line with IGF funding All posts subject to 6 months probationary period		
Shift Pattern	Every Thursday 10:00 -12:00 and 12:15 – 2:15		

Purpose of Post

To support learners through the DIAL learning service citywide. You will be expected to work individually and as part of a team providing innovative and creative learning experiences, building skills in literacy, numeracy and ICT to adult learners specifically in the above noted locations and occasionally in community settings citywide.

Post Roles and Responsibilities

- To contribute to the provision of a safe, nurturing, engaging and stimulating adult learning service.
- To introduce and develop inspiring and innovative experiences for learners.
- Establish level of existing knowledge and skills, and learners' individual goals
- To develop individual and group learning plans, evaluate and monitor learner progress.
- Deliver learning programme accommodating learner's needs
- Select and use a range of appropriate resources to support learning
- Review and evaluate progress with learners regularly
- Keep a record of learning undertaken and give feedback to learners and Adult Learning Coordinator
- Complete registers and other documentation as required

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the post.

Person Specification

Skills and Knowledge	
Essential	Desirable
<ul style="list-style-type: none">• Relevant experience of teaching / training or tutoring• Experience of planning, delivering and assessing innovative learning practice• Willingness to work as part of a staff team in developing and driving a service to excellence• Ability to embrace change and support others in doing so• Passion and enthusiasm for working with adult learners	<ul style="list-style-type: none">• Other individual and relevant interests and strengths that can be brought to the role• Experience of informal assessment / evaluation of learning• Experience in working creatively• Experience of supporting learners with one or more of a physical, learning or mental health disability• Proficient ICT Skills in Word, Excel and Power Point

<ul style="list-style-type: none"> • Experience of managing learning appropriate to the different individual needs and aspirations of learners in the context of a group setting • Good patient, motivational, resourceful communicator 	<ul style="list-style-type: none"> • Thorough working knowledge of current Adult Literacies frameworks and their implementation
<p>Other Essential Information</p> <ul style="list-style-type: none"> • Willingness to work a flexible work pattern if required • PVG Disclosure check required prior to employment • All posts subject to a 6 month probationary period 	
<p>Compiled by</p>	<p>Date</p>
<p>Gary Lindsay – Head of Community Development</p>	<p>28 September 2017</p>