

Person Specification - Adult Skills and Employability Tutor

The successful candidate will be a learner-focused and adaptable tutor who can deliver high-quality teaching and assessment to adult learners across a range of qualifications and adult skills programmes. They will work collaboratively with the existing Adult Skills and Employability Tutor and wider Skills Hub team to support learner achievement, engagement and progression.

Essential Qualifications

The successful candidate will have:

- A recognised teaching qualification, for example PGCE, Cert Ed, Level 5 Diploma in Education and Training or equivalent, or a willingness to work towards an appropriate teaching qualification.
- A Level 3 qualification or above in a relevant subject area.
- GCSE English and Mathematics at Grade C/4 or above, or equivalent.
- Evidence of relevant continuing professional development.

Essential Experience

The successful candidate will have experience of:

- Teaching, training or facilitating learning with adults or young people.
- Delivering qualifications, employability, personal development or vocational learning programmes.
- Assessing learner work against qualification, programme or assessment requirements.
- Planning and delivering engaging learning activities to meet different learner needs and starting points.
- Supporting learners from diverse backgrounds and with different levels of confidence and support needs.
- Monitoring learner progress and providing constructive feedback to support achievement.
- Maintaining accurate learner, assessment and programme records.
- Supporting learners to remain engaged and successfully complete their programmes.
- Working effectively towards learner achievement, quality and performance targets.

Essential Skills and Knowledge

The successful candidate will have:

- Excellent teaching, communication and interpersonal skills.
- The ability to motivate, inspire and engage adult learners.

- The ability to create an inclusive and supportive learning environment.
- The ability to plan and adapt teaching to meet different learner starting points and individual needs.
- Good knowledge and understanding of effective teaching, learning and assessment practice.
- The ability to make appropriate assessment decisions and provide clear and constructive feedback.
- The ability to support learners to develop employability skills, confidence, resilience and workplace behaviours.
- Good classroom and behaviour management skills.
- Strong organisational and administrative skills.
- The ability to maintain accurate assessment and learner records and meet required deadlines.
- The ability to use digital technologies confidently to support teaching, learning and assessment.
- An understanding of the importance of quality assurance and standardisation in qualification delivery.
- Awareness of safeguarding, Prevent, equality, diversity and inclusion requirements.
- The ability to recognise barriers to learning and identify when learners require additional support or signposting.
- The ability to work collaboratively with other tutors, support staff and wider College teams.
- The ability to work flexibly and respond positively to changing curriculum and learner needs.
- A strong commitment to learner achievement and positive progression outcomes.

Desirable Qualifications and Experience

It would be advantageous for the successful candidate to have:

- Experience of delivering regulated qualifications within Adult Education, Further Education or Work-Based Learning.
- Experience of delivering Sector-based Work Academy Programmes (SWAPs).
- Experience of delivering Adult Skills Fund provision.
- Experience of delivering short, intensive or employment-focused learning programmes.
- Experience of working with unemployed adults or learners facing barriers to employment.
- Experience of Internal Quality Assurance or working effectively with an IQA.
- Experience of contributing to standardisation and other quality assurance activities.

- Experience of developing schemes of work, learning resources and assessment activities.
- Experience of using online and digital approaches to teaching and learning.
- Knowledge of local employment and labour market needs.
- A First Aid or Mental Health First Aid qualification.

Personal Attributes

We are looking for someone who is:

- Learner-focused, with a genuine commitment to helping adults succeed.
- Engaging and motivational, able to build confidence and encourage participation.
- Empathetic and approachable, recognising that adult learners have different experiences, circumstances and starting points.
- Adaptable, able to respond to different programmes, learner groups and methods of delivery.
- Organised, with the ability to manage teaching, assessment and administration effectively.
- Professional, maintaining appropriate standards and boundaries with learners and colleagues.
- Collaborative, willing to share resources, ideas and effective practice with the other Adult Skills and Employability Tutor and wider Skills Hub team.
- Proactive and solution-focused, taking action when learners are at risk of disengaging or falling behind.
- Calm and resilient, able to work effectively within a busy and developing provision.
- Quality-focused, committed to maintaining high standards of teaching, assessment and learner evidence.
- Flexible, willing to support different programmes and cohorts as the Skills Hub curriculum develops.
- Committed to continuous improvement, reflecting on their own practice and responding positively to feedback and quality assurance.
- Passionate about adult learning, with a genuine desire to help adults develop skills, achieve qualifications and progress.

Success Measures

The postholder will be expected to contribute to:

- High levels of learner attendance, engagement and retention.
- Successful achievement of qualifications and learning aims.
- High-quality teaching, learning and assessment.
- Timely and accurate assessment and feedback.

- High-quality learner portfolios and assessment evidence.
- Positive learner satisfaction and feedback.
- Effective identification and support of learners at risk of non-achievement.
- Progression into employment, apprenticeships or further learning.
- Compliance with awarding organisation, funding and College requirements.
- Effective participation in Internal Quality Assurance and standardisation.
- Positive outcomes from teaching, learning and quality assurance activity.
- Successful delivery of Adult Skills Fund, SWAP and other Skills Hub programmes.
- Effective collaborative working across the Adult Skills and Skills Hub team.