

Kent County Council  
Job Description: Skills Tutor

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<b>Directorate</b>	Children, Young People and Education
<b>Unit/Section</b>	Community Learning and Skills (CLS)
<b>Location</b>	Dartford/Swanley/Gravesend Adult Education Centres
<b>Grade</b>	KR8
<b>Responsible to</b>	The relevant Skills Curriculum Leader

**Purpose of the Job:**

Provide innovative and effective, negotiated learning experiences which enable learners to meet their goals within an inclusive environment that supports all individuals.

**Main duties and responsibilities:**

1. To carry out initial and diagnostic assessment to inform high quality, innovative delivery, which challenges and inspires learners and includes clear objectives, involving learners in the planning, review and evaluation process.
2. To deliver effective and high quality negotiated Functional Skills English, maths or ESOL provision across a range of ability groups (Entry 1 – Level 2) to meet all relevant academic and funding criteria and which enables learners to meet their personal learning goals.
3. To continuously monitor course effectiveness and assess learner development through individual learning plans to inform teaching strategies which ensure learner and programme success.
4. To deliver general advice and guidance with reference to progression, pre-course information, including specification of course entry criteria, the availability of financial and practical help, assessment and examination procedure (where applicable).
5. To design and produce relevant, contextualized and motivational teaching materials, undertaking necessary research in order to deliver programmes to fulfill the requirements of the awarding bodies and the needs of the learners.
6. To demonstrate subject knowledge and up to date expertise, using a variety of appropriate methods, styles and learning materials at a level consistent with effective teaching and assessment of the programme, including ICT, group and individual work.
7. To ensure all administrative procedures are kept up to date prior to, during and after the course (i.e. keeping a register, marking work, monitoring absence, completing funding documentation and accreditation requirements) to ensure all CLS and awarding body quality procedures and funding drawdown requirements are met.

8. To maintain professional and quality standards and take an active part in CLS and Institute for Learning skills Continuing Professional Development requirements, to ensure continuous improvement of the Service.
9. To manage the role of teaching assistant or Learning Support Assistant, and volunteers where applicable, within the learning environment. To plan their support and integration into the lesson plan.
10. To attend and contribute to three curriculum team meetings per year.
11. To deliver Health and Safety and other specialist inductions and responsibilities (i.e., basic or specialist H and Safety induction, ongoing activity risk assessments) to an appropriate level to ensure compliance with CLS policies and procedures.
12. To implement and promote CLS Equal Opportunities requirements in all aspect of the tutor role.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Skills Tutor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Teaching qualification</li> <li>• L4/5 Subject specialist qualification</li> <li>• Professional CPD</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of teaching English, Maths, ESOL or Independent Living Skills.</li> <li>• Experience of developing high quality individual learning plans</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and presentation skills</li> <li>• Organisational skills</li> <li>• Ability to design and deliver innovative teaching sessions</li> <li>• Able to use ILT in teaching</li> <li>• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Skills for Life core curriculum</li> <li>• Effective teaching styles</li> <li>• OfSted requirements and framework</li> <li>• Operational processes relating to adult learning</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Creative thinker</li> <li>• Adaptable approach to work</li> <li>• Committed to education and training</li> <li>• Reliable with a strong interest in the future and adaptation to it.</li> <li>• Flexible in terms of time including some planned evening work</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> </ul>

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|  | <ul style="list-style-type: none"><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> |
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Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making