

POST TITLE: Skills for Life Tutor - English	DEPARTMENT: SKILLS FOR LIFE
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Criteria	Essential	Desirable	How Identified
Qualifications and Training - Level 3, A Level or equivalent Subject Specialism in Literacy - Level 2, GCSE, or equivalent Subject Specialism in Numeracy - Teaching Qualification – minimum Certificate of Education - Post Graduate Certificate in Education (PGCE) or Educational Degree - Qualified Teacher Status (QTS) - Evidence of relevant continuous professional development - Relevant ICT - Driving Licence	x x x x x x	x x	AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I AF/I
Experience - Experience of teaching, or supporting teaching and learning of Functional Skills English and Mathematics at Entry level to level 2 - Experience of teaching GCSE - Experience of assessment methods - Experience of teaching, or supporting teaching and learning in a variety of different settings, including the workplace - Experience of teaching life skills subjects	x x x 	x x x	AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R
Skills, Knowledge & Abilities - An awareness of equality and diversity issues in a training/educational environment - Good communication, interpersonal, time management and organisational skills - Proactive and enthusiastic with a positive flexible approach to problem solving - Ability to work as a member of a team and under own initiative - Knowledge of assessment process - Ability to create a positive learning environment to motivate and enthuse learners - Knowledge of teaching life skills subjects - Knowledge of teaching Functional Skills and GCSE - Ability to work in a variety of settings and with a range of ages and ability levels - Good ICT Skills - Good knowledge, understanding of, and adherence to a professional code of conduct, within an education setting	x x x x x x x x x x	x x	I I I/R I/R I/R I/R I/R AF/I/R AF/I/R AF/I/R AF/I/R
Personal Attributes - Adaptable / flexible - Demonstrates initiative - Assertive although calm under pressure - Positive Attitude (constructive, optimistic, willing individual) - Accountable (being responsible for your actions) - Personal Integrity (acting ethically, communicating openly and honestly) - Results driven - Developing self and others - A willingness to undertake additional tasks and responsibilities as may be directed by the Lead Skills for Life Tutor	x x x x x x x x x x		AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I

Completed by: Joanne Ellis	Date:
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Key AF = Application Form CQ = Certificate of Qualification R = References
OT = Occupational Testing CRB = Criminal Records Bureau I = Interview

This specification has been prepared in line with the requirements of the college's Equality & Diversity Policy.