

# Job Description



<b>Job Title:</b>	Community Learning Tutor (Digital & Employability Skills)
<b>Location:</b>	Groundwork Offices, Wrexham
<b>Responsible to:</b>	Community Learning Lead
<b>Number of hours per week:</b>	Up to 37.5 per week (part time or full time available)
<b>Salary:</b>	£24,120 (FTE)

## Purpose of the job

As Groundwork's community learning and training offer grows and develops, we are seeking a motivated Community Learning Tutor with a passion for teaching and the aspiration to make a difference.

The post holder will be expected to deliver across a variety of family learning, employability and essential skills related subject areas, as well as other accredited and non-accredited courses. **We are looking for a tutor who can support learners with low level IT skills to improve their digital skills and /or support individuals with employability skills.**

The tutor's role will involve planning and delivering of a wide variety of community learning programmes for young people and adults, to ensure a high level of engagement and delivery of accredited and non-accredited training and engagement sessions. Delivery of courses will be for our employability and adult community learning provision, targeted at those learners who are the hardest to reach, and also for external organisations, including public sector bodies, third sector organisations and our internal projects.

## Summary of Main Responsibilities

- Coordinate, manage, develop and deliver community learning programmes with an emphasis on high standards and good customer service.
- Recruit, support and mentor learners who lack confidence or who face barriers to accessing or continuing on their learning journey,
- Contribute to and support internal and external quality assurance processes for our Centre statuses and meet the requirements of Awarding Bodies in the delivery of accredited and regulated training.
- Modify or create course materials and training manuals to meet specific training needs
- Deliver inspirational tuition, support and guidance to learners throughout their learning journey in the classroom, outdoors or via digital delivery through online platforms.

- Have effective learner management methods to provide inspirational and innovative learning, designing and deliver differentiated lessons to ensure active participation
- Construct and maintain all learner documentation to meet quality and funding compliance
- Manage course resources and paperwork efficiently to meet customer requirements and to adhere with Awarding Body requirements.
- Demonstrate excellent communication and teaching skills; delivering and assessing training courses and services in accordance with Groundwork's procedures and processes.
- Be inherently self-motivated and able to work without supervision; this includes an ability to work at any given client locations across North Wales or beyond.
- Respond positively to observations following internal quality assurance that will ensure quality and consistency on courses. If IQA qualified to also carry out IQA observations on fellow trainers.
- Develop, deliver and monitor projects, activities and services in line with agreed timescales and within set budgets, ensuring these are delivered to our quality standards.
- Work flexibly as part of a team and across teams, including occasional evening and weekend working.
- Support the development of potential learning and training opportunities that the organisation could develop and deliver.
- Support the submission of well written, realistic and achievable bids and tenders which contribute towards the organisation's Business Plan targets.
- Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.
- Network effectively to establish and sustain the organisation's partnerships with other organisations, agencies and initiatives across Wales.
- Attend and contribute to project and team meetings as required.
- Represent the organisation professionally, to internal and external contacts as required assisting with the promotion of projects and the broader activities of the group.
- Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines, to include case studies, information from clients on their views and capture any benefits or learning's for the future - including any job and/or training outcomes.

#### **Other Duties**

- Willingness to attend training relevant to the role.
- Ensure compliance with the organisation's Health & Safety Policy, financial regulations and other established policies and procedures, preparing risk assessment and good health and safety management for activities.
- Be responsible for any equipment used including cleaning and maintenance.
- Any other reasonable duties as may be requested by your line manager.

The attached list is not an exhaustive list of duties as the role may change from time to time to meet requirements and objectives of the Training Team.

## Person Specification

	Essential	Desirable
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Diploma/A Levels, NVQ Level 3 or equivalent qualifications and/or some practical experience in a similar role.</li> <li>• Delivery of community learning, employability related training and family learning.</li> <li>• Experience of developing and delivering accredited and non-accredited training programmes for young people and adults.</li> <li>• Excellent IT Skills.</li> <li>• Understanding of health &amp; safety and its application in work practices.</li> <li>• Level 3 Award in Education &amp; Training (at least)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering low level digital skills community based courses.</li> <li>• Experience of delivery of training in other subject areas (e.g., employability and skills, retail, food safety, customer service)</li> <li>• Level 4 Internal Quality Assurance qualification and/or practical experience of internal quality assurance</li> <li>• Essential Skills qualifications (in either Communication, Application of Number or Digital Literacy) at Level 2 or 3</li> <li>• Experience of supporting learners who have English as a Second language.</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Commitment to equality and diversity.</li> <li>• Ability to motivate others.</li> <li>• Ability to deliver inspirational tuition, support and guidance to learners throughout their learning journey</li> <li>• Knowledge and experience of working with adult learners who disengage with formal learning.</li> <li>• Ability to induct and train new staff, volunteers and work placements.</li> </ul>	
<b>Judgement &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills to enable effective course delivery.</li> <li>• Ability to lead and work as part of a team.</li> <li>• Confident, enthusiastic and self-motivated.</li> <li>• Ability to give advice, solve problems with tact and diplomacy.</li> <li>• Ability to plan and prioritise workload effectively to meet targets and deadlines.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations.</li> <li>• Ability to build partnerships and demonstrate good networking skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate through the medium of Welsh.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to represent the organisation professionally to internal and external contacts.</li> </ul>	
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Ability to obtain quotes, record and ensure accurate records of expenditure.</li> <li>• Ability to interpret spreadsheets and other financial data.</li> </ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality.</li> <li>• Ability to maintain confidentiality as required.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising &amp; Needs Driven' in line with Groundwork North Wales' GREEN values.</li> <li>• Full driving licence.</li> <li>• Ability to travel across Wales, including overnight stays</li> <li>• Appreciation and understanding of Welsh heritage and culture.</li> </ul>	