**BRISTOL CITY COUNCIL PERSON SPECIFICATION**

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| **Job title:** | Tutor |
| **Bristol grade:** | BG10 |
| **Managed by:** | Suzanne Beard |
| **Responsible for:** | N/A |
| Directorate: | People |
| Service area: | Education and skills |

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| **Preferred assessment method** | |
| **A** | Application |
| **AC** | Assessment centre |
| **I** | Interview |
| **PA** | Practical assessment |
| **P** | Presentation |
| **T** | Test |

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

**Essential** **(MUST HAVE)** = minimum skills, qualifications, knowledge and experience required to perform in the role

**Desirable** **(COULD HAVE)** = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

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| **Requirement - ESSENTIAL** | **Method** |
| 1. Minimum of PTLLS/AET or equivalent qualification, and willingness to complete further relevant training or qualifications | **A** |
| 1. Relevant experience of delivering learning programmes to meet the needs of relevant learner groups, including progression pathways | **A, I** |
| 1. An appropriate qualification or experience in the curriculum area | **A** |
| 1. Up-to-date knowledge of how adults learn, barriers to learning and best practice in teaching and learning | **A, I, PA** |
| 1. Be experienced in and able to offer online and blended learning where appropriate | **A, I, PA** |
| 1. Proven ability to motivate, inspire and challenge learners to reach their full potential | **A, I** |
| 1. Strong record keeping, English and IT/digital skills to support and design learning programmes and ensure records are kept to required standards | **A, I** |
| 1. Ability to use a range of digital platforms with confidence in order to provide online learning as required by the needs of the service and under government guidelines | **A, I, P** |
| 1. Ability to apply quality standards to reflect on and improve own quality of teaching and learning | **A, I** |
| 1. Proven skills in managing own workload effectively and flexibly, and in prioritising tasks to achieve service deadlines | **A, I** |
| 1. Able to demonstrate knowledge and/or experience of equalities and diversity issues. | **A, I** |
| 1. Have a working knowledge of Microsoft Office applications or equivalent including the following: Outlook, Word, Excel, Internet Explorer, and have a willingness to learn new applications and technology as appropriate. | **A, I, P** |
| 1. Fluency code requirements for ‘Customer facing’ roles Requires the ability to converse with citizens and provide complex information in accurate spoken English, or through a BSL interpreter. | **I** |