**BRISTOL CITY COUNCIL** **EMPLOYEE SPECIFICATION**

JOB TITLE: Tutor

BRISTOL GRADE: BG10

DEPARTMENT: Adults, Children and Education

POST NO: 032311

**ESSENTIAL REQUIREMENTS** - Must Have

**Knowledge & Experience**

1. Minimum of PTLLS/AET or equivalent qualification, or willingness to complete further relevant training or qualifications
2. Relevant experience of delivering learning programmes to meet the needs of relevant learner groups, including progression pathways
3. An appropriate qualification or experience in the curriculum area
4. Up-to-date knowledge of how adults learn, barriers to learning and best practice in teaching and learning

**Abilities & Aptitudes**

1. Proven ability to motivate, inspire and challenge learners to reach their full potential
2. Strong record keeping, literacy and ICT skills to support learning and ensure records are kept to required standards
3. Ability to embed the development of ICT skills into learning, including the use of the internet to search for, identify and use relevant information for learning and progression in a safe way.
4. Ability to apply quality standards to reflect on and improve own quality of teaching and learning
5. Proven skills in managing own workload effectively and flexibly, and in prioritising tasks to achieve service deadlines
6. Ability to demonstrate knowledge and/or experience of equalities and diversity issues in accordance with Bristol City Council’s Equalities Policy

**SPECIAL CONDITIONS**

This post may involve weekend or evening work.

*Manager: Suzanne Beard Date: 26/09/18*