



Working4U CL&D Tutor

JOB PROFILE

Incorporates

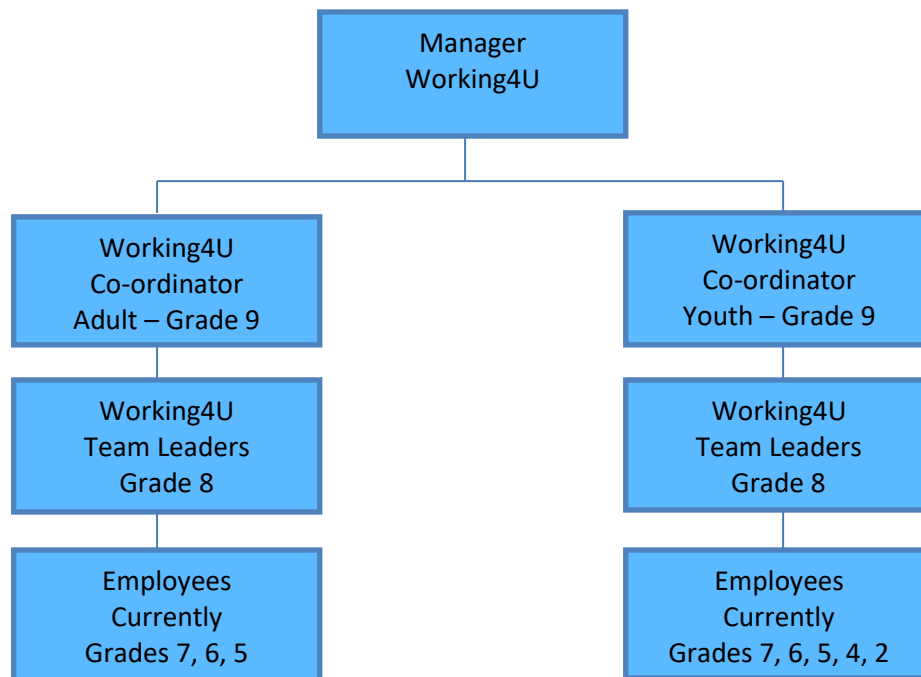
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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Working4U CL&D Tutor	
Department: Housing and Employability	Section: Working4U
Reports to: Team Leader, Adult Learning and Literacies	Grade: 6
Position Number: CS8196	Gauge Reference: A4201
2. JOB PURPOSE To contribute to the CL&D Strategy of West Dunbartonshire Council working in partnership with other agencies to deliver appropriate learning opportunities in a variety of community based settings to meet the particular learning needs of individuals/groups.	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities) Budget: The post holder has no direct budgetary responsibility but is required to ensure that any approved funding is allocated effectively in the delivery of services and monitored to ensure spend is kept within budgetary limits. Staffing Direct: Post holders will support the work of volunteer tutor assistants. Staffing Indirect: N/A	

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

Working4U aims to support customers and communities to improve their skills, learning and financial situations, assisting them on their journey into work and protecting the rights of West Dunbartonshire citizens. Working4U works closely with external partners and the wider community to support lifelong learning for all ages and abilities.

Working4U-Learning offers a range of learning opportunities to help children, young people and adults develop their skills and build their confidence. Learning Groups offer learners 1-1 and small group tutoring support with their literacy, numeracy and digital skills.

Systems and procedures are in place to monitor the impact on learners and are used to establish quality assurance and review actions.

There is close liaison with other Council departments to meet local priorities and initiatives and ensure best value principles and practices.

The department leads and coordinates the development, delivery and monitoring of the Local Outcome Improvement Plan.

Regular reports are provided to elected members and service users.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- To engage with learners to develop and deliver learning opportunities in support and furtherance of the National Priorities in CL&D.
- To ensure quality standards are maintained
- To manage resources/equipment allocated to them or a group
- To comply with Council/Working4U policies and procedures
- To promote the work of the service to learners and other stakeholders
- Ensure all required administrative records are timeously completed
- Develop course curriculum as required
- Produce course descriptors and complete a weekly lesson plan
- Assess individual/group learning needs and use a range of teaching styles and approaches to meet these
- Develop individual/group learning plans with learners and undertake review sessions to ascertain their achievements and the meeting of the course and individual/group learning outcomes.
- To value individual/group experience and knowledge and to support their development as independent learners and critical thinkers
- Develop a work practice that demonstrates, in both content and process, an understanding of equal opportunities issues
- Access and utilise appropriate resources/adaptive equipment to meet individual/group requirements
- Feedback to line manager on a regular basis re individual/group progression and assessment
- Record, monitor and evaluate the course programme being delivered in relation to the targets and outcomes which have been set
- Support and supervise volunteers/assistant tutors working within your specific group and ensure they are clear about their roles and responsibilities
- Attend meetings and 'core' training courses as appropriate
- To assist with learning events and promotional work
- To work with partners to develop and deliver common policies, action plans and curricula based on good practice to meet the identified needs of individuals/community groups

7. PROBLEM SOLVING

The post holder is expected to resolve problems or situations, generally by applying existing practice and procedures. Normally the post holder would approach their line manager in relation to unusual or difficult problems.

8. PLANNING

The post holder will contribute to the development of the Individual Learning Plans for the learners within the group setting.

9. ASSIGNMENT AND REVIEW OF WORK

Work will be assigned and reviewed by the Working4U Development Officer.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

The post holder will work closely with colleagues in the Working4U Adult Literacies and Learning Team, including Working4U Development Officers, other CL&D Tutors and volunteer tutors to contribute to activities and respond to developments as required.

External communications and working relationships:

The post holder will liaise with partners, community groups and external agencies to meet the identified needs of individuals/community groups

11. DECISION MAKING

The post holder will be advised, through the Working4U Development Worker what is to be achieved in relation to the Working4U Service.

12. MOST CHALLENGING PART OF THE JOB

The post holder must be flexible in their approach to supporting learners with complex needs.

13. GENERAL

Disclosure/PVG membership: PVG ADULTS

Politically Restricted Post: This post is not considered to be politically restricted in accordance with the Local Government and Housing Act 1989.

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates [Skills Passports](#) for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet [Organisational Development & Change](#)

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;

Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

No mandatory training required. However, the post holder will be encouraged to undertake Professional Learning and Development (PLD) opportunities, which will contribute to the PLD requirements of membership of the CLD Standards Council.

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Degree or recognised equivalent in Community Education/Community Learning & Development. Other recognised qualification at a degree level in a specific subject area acceptable to the authority	HNC Working in Communities HND/HNC or other recognised qualification at a similar level in a specific subject area ITALL
Training	
As above	As above
Experience	
Monitoring and evaluation experience	Previous experience of staff management including support and supervision.
Knowledge and understanding of difference teaching styles and approaches.	Course curriculum development
Experience of engaging and working with individuals/groups in community based settings	Experience of implementing individual/group learning plans
Knowledge and sound understanding of the principles underpinning community based learning provision	Experience of engagement with individuals/groups who have encountered negative learning experiences
Practical knowledge and experience of delivering courses	Sound understanding of the issues that impact on learning
Knowledge and understanding of CL&D National Priorities	
Knowledge and Skill	
Interpersonal skills -confident, positive attitude, able to communicate effectively with excellent written and verbal skills	Good ICT skills
Effective Time Management skills ,i.e. dealing with different priorities and meeting deadlines	
Effective planning and organisational skills	
Disposition	
Motivation-ability to work on own initiative as well as an effective team player and can support and direct other staff members	
Ability to work evenings and weekends.	
Available for attendance at training, meetings and support sessions.	
Expected to undertake core training	