THE HIGHLAND COUNCIL

JOB DESCRIPTION

JOB TITLE: Adult Learning Tutor (Youth Literacies)

SALARY: HC07 £36,636.60-£40,968.20 (pro rata)

HOMEWORKING: This post is not suitable for homeworking

RESPONSIBLE TO: Youth Development Officer

JOB PURPOSE: To provide support to the Youth Development Officer to plan and deliver a dynamic youth work programme in Badenoch & Strathspey and to deliver, in conjunction with key stakeholders, youth literacies activities in accordance with local needs.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. Deliver one-to-one and group youth literacies tuition, considering needs and abilities, including the necessary pre-planning.
2. Support and guide young people in accordance with good practice in the youth work and youth literacies practice.
3. Ensure the conditions are created for young people to engage and have opportunity to seek individual advice and guidance concerning their ongoing learning plan.
4. Plan and deliver accredited learning programmes.
5. Provide guidance and support and encourage learner progression.
6. Maintain registers, records and statistics of activities in line with established procedures.
7. Contribute to quality assurance systems through reporting and evaluation.
8. Provide support to the Youth Development Officer to develop project plans that meet the needs of local people.
9. Collaborate with stakeholders and engage in joint planning and evaluation.
10. Develop concrete and integrated learning resources relevant to learners.
11. Undertake relevant Continuous Professional Development and training as appropriate to the role including engaging with Adult & Youth Literacies specific supervision and support across internal CLD services.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration

of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

Date: May 2026

The Highland Council Comhairle na Gàidhealtachd	**THE HIGHLAND COUNCIL** **PERSON SPECIFICATION**

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ESSENTIAL ATTRIBUTES:

To be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. EXPERIENCE

- Experience of planning and delivering community-based learning.
- Knowledge of the principles of literacies practice.

2. EDUCATION AND QUALIFICATIONS

- Educated to degree level in a relevant subject area.
- A relevant professional qualification e.g. PDA Adult Learning; CELTA; PDA ITESOL; NPA Youth Work

3. SKILLS/ATTRIBUTES GENERAL

- Ability to work on own initiative
- Excellent communication skills
- Organisational skills, including time management, planning and target setting recording and monitoring
- Awareness of the issues surrounding, and the needs of, socially excluded and disadvantaged groups and of the barriers to learning and progression

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Knowledge of community-based adult learning and/ or youth work practice.
- Knowledge of Community Learning & Development principles and values.

5. INTERPERSONAL AND SOCIAL SKILLS

- An inspirational personality that engenders enthusiasm and trust
- Willingness to undertake relevant training