



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Adult Literacy & Numeracy Support Worker	Job Number:	Various
Department:	Education, Skills & Children's Services	Grade:	E
Location:	The Learning Shop, Stornoway	Date:	2026
Responsible To:	Learning and Development Manager; in the first instance to the Adult Learning Manager.		

Job Purpose

To provide adult literacy and numeracy support in the Western Isles Learning Shop and to be part of the Adult Learning Team.

Duties

1. Complete initial interviews and assessments with new learners.
2. Undertake one-to-one tuition with learners.
3. Facilitate learner drop-in sessions.
4. Provide guidance support to learners.
5. Undertake group tuition with learners.
6. Develop family literacy, workplace and youth literacy provision.
7. Plan use of Learning Shop by volunteers and learners.
8. Provide support to volunteer tutors.
9. Organise and develop learning resources.
10. Undertake awareness-raising sessions with related agencies.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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Job Number: Various

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Principles of Adult Literacy & Numeracy Work. E2. Knowledge of a variety of approaches to Adult Numeracy learning and tutoring	D1. Current issues in island/rural communities. D2. Knowledge of problems faced by adults with specific/general learning difficulties. D3. Knowledge of the adult learning sector including provision of community learning provision.
Skills and Abilities	E3. Ability to assess literacy and numeracy needs of learners and plan learning programme accordingly. E4. Ability to work in partnership with other agencies. E5. Basic IT Skills, familiarity with the internet. E6. Ability to undertake both one to one and group tuition with learners. E7. Ability to deliver family and workplace literacy programmes. E8. Ability to communicate effectively with learners from a variety of backgrounds. E9. Ability to work with anxious or reluctant learners.	D4. Ability to deliver Adult Literacy & Numeracy training to part time/volunteer tutors.
Education and Experience	E10. Successful experience of teaching literacy and numeracy in formal or informal settings. E11. Demonstratable knowledge of teaching methods appropriate to the needs of adults.	D5. Experience of managing volunteers. D6. Experience of provision of guidance to adults. D7. Completion of ITALL Training or equivalent.
Other Factors	E12. Required to work irregular hours.	D8. Current Driving Licence. D9. Ability to speak Gaelic.



