COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Relief Community Learning Tutor	**Job Number:**	4703
Department:	Education & Children's Services	**Grade:**	D
Location:	Western Isles	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Community Education Worker.		

Job Purpose

To deliver community learning courses in a variety of settings in the Western Isles.

The aim is for community learning courses to be delivered in an informal atmosphere, where participants enjoy their learning and feel a sense of achievement, whether the course leads to a qualification or not.

The community learning tutor will be responsible for ensuring that all of the people taking part in your class have a positive experience and make progress at the class.

Duties

1. To establish level of existing knowledge and skills, and learners' individual goals.
2. To plan course learning programme and lessons accordingly.
3. To deliver the course in an interesting and absorbing manner, which builds on the knowledge and experience of learners in the group
4. To select and use a range of learning resources to support learning.
5. To review and evaluate progress with group regularly.
6. To complete end of programme learning record and evaluation.

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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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Knowledgeable / technical competence in the subject of the community learning class E2. Knowledge of the principles underlying Adult and Community Learning	D1. Current issues in island/rural communities. D2. Knowledge of problems faced by excluded groups in the Western Isles.
Skills and Abilities	E3. Ability to deliver community learning. E4. Good listening and communication skills E5. Ability to communicate effectively with learners from a variety of backgrounds.....	
Education and Experience	E6. Three years experience or a recognised qualification in the subject of the community learning class (for certain subject areas a recognised qualification will be essential)	D3. Successful experience of delivering community learning.
Other Factors	E7. Required to work irregular hours.	D4. Current Driving Licence D5. Knowledge of Gaelic and/or commitment to learning the language.