

ABE Group Tutor			
Reference No.	I290.01	Type	Individual
Service	Community Learning & Development		
Job Family	Professional 1	Grade	FC7

Purpose
Work with adult learners who are learning in a group context, employing teaching strategies to enable learners to improve their reading, writing and numeracy capabilities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Plan, deliver and assess learning needs and abilities of individuals using a range of strategies to overcome barriers presented by literacy difficulties and agree an appropriate learning plan with students.	Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a related subject. e.g. Professional Graduate Diploma in Education (PGDE), PDA Tutoring Adult Literacies, Working with Communities and/or SVQ4 Learning & Development	✓	
Manage learning appropriate to the different individual needs and aspirations of learners in the context of a group or one to one setting.	SQA Assessor and/or Verifier Qualification (or be willing to work towards)		✓
Identify causal factors in difficulties in acquisition of literacies capabilities, and address these factors with the learner through a tailored personal learning plan.	Experience of developing learning materials (Take Ownership – ‘How We Work Matters’ Framework)		✓
Develop, prepare and manage learning materials, activities and environments to ensure the delivery of a high quality learning programme.	Experience of tutoring adults in literacy & numeracy(Focus on customers)	✓	

Role Profile

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Facilitate learning support to students as appropriate in a group or one to one setting and with learners of differing levels.	Time management and organisational skills	✓	
With learner involvement, develop learning plans and evaluate progress towards goals	Experience of working effectively with minimum supervision (Deliver results)		✓
Maintain accurate learner records for management information systems.	Communication skills	✓	
Know and build relationships with appropriate partner agencies to support learner progression and achievement.	Experience of establishing and maintaining good working relationships with colleagues and students (Work together)	✓	
Develop as a reflective, informed and up to date practitioner in the area of adult literacies.	Computer skills (Embrace technology & information)	✓	
Supervise volunteers assisting with the delivery of ABE classes and projects.	Be flexible and adaptable in approach	✓	
Referring learners to pathways that might help them with particular needs (for example: money or careers advice).	Membership of the CLD Standards Council (Scotland)		✓
Work with colleagues in Community learning & Development and other partner agencies to develop and deliver short courses to meet specific needs.	Ability to travel between delivery venues	✓	
Issue Petty cash and childcare monies to learners as required	Demonstrate a commitment to the ethos of ABE and the social practice model that the service is built upon	✓	
	Arithmetic skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is included in appendices:

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- Skills Framework (if applicable)
- **How** we work matters

You will be expected to work in any location or in any Service of the Council providing support as and when required to achieve the overall aims of the organisation.

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results