



## JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title: Tutor (Adult literacy and volunteering for Write Start project)

Salary: £30 per hour (10 hours per week, term time only) Section: Extended Services

Organisation: Social Partnership Investing in Community Empowerment

Reports to (title): Extended Services Manager

### Purpose of the Role:

- To provide learning, teaching and mentoring to contribute to the delivery of the wider learning programme offered to the community through extended provision based on the Archbishop Lanfranc school campus.
- To devise learning plans, learning materials and activities to facilitate the teaching of English for Speakers of Other Languages (ESOL), up to and including Entry level 2. To create the opportunity and support for learners to become active volunteers.

### Key Accountabilities:

**Learning and education programme delivery** – working in conjunction with the Extended Service Manager, devise, develop and deliver high quality ESOL and volunteering programme of activities and workshops.

**Maintain appropriate quality** -liaise with the project worker and accreditation board to ensure all curricular needs are fully met, including standardisation and internal verification of all work to be certificated.

**Maintain excellent communication** - ensure all key information is communicated to all appropriate staff and underpinned with accompanying written notes.

**Relationships with staff**– working in conjunction with the Extended Services Manager and project worker, support and develop relationships with site staff, crèche and nursery staff and other external providers.

**Implementation of the equal opportunities policy** - commit to achieving equality via the delivery of service offered to the community and comply with and promote SPICE's equal opportunities policy in all aspects of their work.

**Inclusion of the health and safety policy** - The post holder shall ensure that the duties of the post are undertaken with due regard to SPICE's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

**Uphold the protection policy for children and vulnerable adults** - when working with Children & Vulnerable Adults it is essential the post holder is aware of, and shows commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Undertake all appropriate training and meetings** - actively partake in SPICE meetings, attend professional development sessions and safety training in order to maintain a high quality of service provision.

## PERSON SPECIFICATION

### Skills and Competencies

#### Essential:

1. Experience teaching literacy to ESOL adults.
2. Experience of teaching volunteering skills and supporting volunteers on placement.
3. Experience in working with national accreditation boards from entry level qualifications through to level 2
4. Experience of working in a community setting
5. Ability to develop and sustain relationships with a wide range of individuals and groups.
6. Excellent communication skills verbal and written.
7. Working knowledge of Word, Powerpoint and Excel IT packages.

#### Desirable:

1. Experience of working with volunteers

### Essential Qualification(s)

1. Full teaching qualification (post 16 sector)
2. Specialist qualification in teaching literacy
3. Specialist qualification in teaching ESOL learners