



Role Profile

Tutor 2			
Reference No.	G578.02	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Professional	Grade	FC8

Purpose
To undertake the delivery of accredited education and training and execution of associated administrative and assessment procedures and documentation.

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
Developing a programme which suits the needs of students in conjunction with facility management	<p>Educated to SCQF level 9, which includes HNC or SVQ level 4 or equivalent</p> <p>Communication skills</p> <p>Experience of assisting learners to evidence progress, and advising of progression routes</p> <p>Experience of liaising with appropriate professionals, i.e. tutors, teachers, CLD staff, SQA staff or other relevant external professionals or awarding bodies to ensure correct delivery and assessment of courses</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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Planning, reviewing and adapting lessons/programmes as appropriate in response to individuals/groups.	Organisational skills (Take Ownership – See How We Work Matters Framework)	✓	
	Experience of planning, adapting and reviewing programmes as required	✓	
Ensuring the classrooms are prepared for the activity, equipment is set out and classrooms and equipment cleaned and are reset at the end of the session.	Experience of working in a leisure or education environment		✓
Ensuring all learners are included, actively participating, and providing feedback where appropriate and taking responsibility for ensuring a good customer experience.	Experience of using continuous assessment methods (Focus on customer)	✓	
	Communication skills both oral and written	✓	
Observing, analysing and recording progress of students, providing progress reports either verbal or written to students.			
Marketing and promoting the services being provided.	Experience of marketing and promoting the services being provided and creating a positive impression of yourself and the facility (Deliver results)		✓
Teaching a range of knowledge and skills to a range of age groups and abilities up to nationally recognised standards.	Experience of motivating and supporting learners to achieve accreditation through clear instruction and demonstration of enthusiasm for the subject area	✓	
	Experience of leading and developing teaching sessions	✓	
Preparing lesson plans and course materials as demanded by awarding bodies.		✓	
Maintaining up to date class registers and assessment records for the learners in accordance with data protection procedures.	IT skills (Embrace technology and information)		✓
Ensuring all teaching and assessments are carried out in accordance with the prescribed course syllabus and Quality Assurance procedures of the course.	Experience of evaluating the effectiveness of a teaching programme		✓

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Observing operational and health & safety procedures to ensure appropriate management of the groups.	Experience of being responsible for groups within a classroom or activity area Knowledge of Fife Council CUS Health & Safety Procedures, Risk Assessments and general operating procedures Knowledge of how to respond appropriately to accidents and emergencies as they arise, and how to report these Knowledge and understanding of Fife Council's Child and Adult Protection policies and procedures	✓	✓ ✓ ✓
Continuing personal development	The ability to maintain expertise and qualification and participate in personal development activities relevant to teaching duties and undertake CPD as required by Fife Council and any appropriate professional body The ability to manage, evaluate and improve own performance in the subject area, and attending relevant meetings and/or training as required	✓ ✓	
Liaising with appropriate professionals, tutors, CLD staff, teachers, students, Assistant Tutors and volunteers.	Team Working Skills (Working together) Experience of being responsible for assistant tutors and volunteers when required. Ability to give feedback on performance	✓	✓ ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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 type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Before confirming appointment: you may be required to have a PVG or Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

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

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