



# Role Profile

<b>Tutor 1</b>			
Reference No.	A4372	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Para Professional	Grade	FC6

<b>Purpose</b>
To undertake the delivery on non-accredited education and training classes for a range of students and family learning. To maintain records and carry out administrative procedures.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Developing a programme which suits the needs of students in conjunction with facility management.	Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent	✓	
Planning, reviewing and adapting lessons/programmes as appropriate in response to individuals/groups.	Communication skills	✓	
Ensuring the (physical or virtual) venue are prepared for the activity, equipment is set out and classrooms and equipment cleaned and are reset at the end of the session.	Organisational skills	✓	
Demonstrating methods, activities and processes.	Experience of working in a leisure environment		✓
Maintaining a class register and checking proof of payment from a range of students.	IT skills		✓
	Experience of record keeping	✓	

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	Knowledge of Fife Council's child protection policies and procedures	✓	
Evaluating the effectiveness of the programme, responding to student queries and referring to Lead Officer when required.	Interpersonal skills	✓	
Using continuous assessment methods observe, analyse and record progress of students, providing progress reports either verbal or written to students and manager.	Customer care skills	✓	
Observing operational and health & safety procedures to ensure appropriate management of the groups.			
Promote and engage learners in learning opportunities using social media channels and traditional paper methods.	Knowledge of social media		✓
Operating in accordance with the organisation guidelines, policies and procedures.	Knowledge of General Operating Procedures and Fife Council CUS Health & Safety Procedures		✓
Liaising with appropriate professionals, tutors, CLD staff, teachers and students.	Team working Skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**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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<b>Tutor 1 - Cookery</b>			
Delivering fun and innovative cookery sessions to children / adults of all abilities.	REHIS Food Hygiene Certificate or equivalent.	✓	

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

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a 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

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.