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**Skills and Competency Framework**

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| **Job title:** | Sessional Tutor |
| **Department:** | Telford and Wrekin and Herefordshire |
| **Responsible to:** | Programme Manager or Project Coordinator |
| **Responsible for:** | Teaching/tutoring for Young People’s Programmes and supervising the learning programme of a small cohort of learners to support achievement of learning goals and progression into positive outcomes |

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| **Necessity** | **Assessment Method** |
| **E** | **Essential** | **A** | **Application** |
| **D** | **Desirable** | **AS** | **Assessment** |

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| **Qualification/Training/Academics**  | **Necessity** | **Assessed** |
| A good standard of general education | E | A/I |
| Teaching qualification minimum PTTLLS/AET Level 3 |  E | A/I |
| IAG Level 3  |  D | A/I |

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| **Experience**  | **Necessity** | **Assessed** |
| A minimum of 1 year’s teaching/tutoring experience, ideally with young people | E | A/I |
| Experience of working with young people and an awareness of the initiatives to support them into further education, training & employment | E | A/I |
| Some knowledge of Education, Health and Care Plans would be an advantage  | D | A/I |
| An understanding of current initiatives and developments in training and employment of young people with learning disabilities and those who are hard to reach and disengaged | D | I |
| Experience of networking with other organisations and stakeholders to promote and develop services  | D | A/I |

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| **Personal Attributes/Qualities** | **Necessity** | **Assessed** |
| Calm and assertive manner | E | I |
| Empathetic and supportive with the ability to quickly build a rapport with people | E | I |
| Flexible and adaptable with the ability to ‘think outside the box’ | D | I |
| **Core Competencies** | **Necessity** | **Assessed** |
| Learner focussed | E | A/I |
| Achievement focussed | E | A/I |
| Excellent communication skills | E | A/I |
| Good organisation skills | E | A/I |
| Influencing skills | D | A/I |
| Computer literate | E | A/I |

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| **Additional requirements** | **Necessity** | **Assessed** |
| Will require enhanced DBS clearance. Full driving licence, car available and insured for business use | E | A/I |
| Prepared on occasions to work unsociable hours. | D | I |

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| Created by: | Carole Moreton |
| Created on: | 5th March 2019 |