

Recruitment person specification

Post being recruited for: **Adult Education Tutor (Non Accredited Courses)**

Council core competencies

These apply to all posts

These apply to posts with responsibility for managing people or resources

Being customer / client focused

Leading others

Working effectively with others

Managing performance and developing others

Managing change

Political sensitivity

Taking ownership and responsibility

Communicating effectively

Planning and decision making

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p><i>Experience of attending a parenting course (or delivering a course to parents and carers)</i></p> <p><i>Experience of forming and maintaining respectful relationships with others.</i></p> <p><i>Experience of working with or supporting parents and carers to develop their confidence, knowledge or skills.</i></p>	<p><i>Experience of delivering any of the following parenting programmes such as: Raising Children with Confidence, Raising Teens with Confidence, The Incredible Years, Level 4 Triple P, Teen Triple P, Enriching Play or Seasons For Growth.</i></p> <p><i>Experience of delivering group work in person or online.</i></p> <p><i>Experience of working in collaboration with schools and other agencies</i></p>
Knowledge, skills and understanding	<p><i>Broad understanding of the challenges facing parents and carers.</i></p> <p><i>Excellent verbal communication and presentation skills</i></p> <p><i>Skills to work collaboratively alongside other tutors and staff to deliver course content</i></p> <p><i>Ability to deliver learning and reflection opportunities, which demonstrate an understanding of equal opportunities and inclusion issues in relation to gender, class, race, disability, sexuality and religion.</i></p>	<p><i>Ability to effectively manage a range of materials and resources.</i></p> <p><i>Ability to encourage parents and carers in accessing other services that may be useful to them.</i></p> <p><i>Skills to deliver, monitor and evaluate group sessions and gather information to inform future priorities.</i></p> <p><i>Ability to use a range of formal and informal methods of learning to encourage participation.</i></p> <p><i>Ability to adapt delivery to meet the needs of the group, while maintaining fidelity of the programmes</i></p> <p><i>Written and verbal fluency in any other language in addition to English</i></p>
Qualifications and training		<p><i>Attended core training to become a facilitator in one of the following programmes</i></p> <p><i>Raising Children with Confidence, Raising Teens with Confidence, The Incredible Years, Level 4 Triple P, Teen Triple P, Enriching Play or Seasons For Growth</i></p>
Job specific requirements	<p><i>Willingness to deliver courses during evenings, weekends or online as needed.</i></p> <p><i>Ability to commit to delivering a parent education programme for the duration of the course (3-14 weekly sessions during term time)</i></p> <p><i>Willingness to undertake any additional training for the post.</i></p>	