

Recruitment person specification

Post being recruited for: ...Adult Education Programme Tutor

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Experience of teaching a relevant subject. Experience in effective course planning and delivery, using a variety of appropriate materials and resources.	Experience of teaching adults in a community setting with mixed skills levels Previous experience of delivering accredited learning eg SQA
Knowledge, skills and understanding	Thorough knowledge of the subject being offered. Appropriate skills for teaching. Evidenced understanding of the subject.	Knowledge of adult safeguarding
Qualifications and training	Food and Hygiene certificate if teaching cookery related subjects Yoga/Pilates/Fitness – subject specific qualification	Relevant qualification in teaching chosen subject – eg – language teaching
Job specific requirements	Ability to carry out basic administration tasks and ability to use a range software packages eg Microsoft Teams and complete online registers Ability to communicate clearly and effectively with a range of adult participants and colleagues Ability to lead others and work unsupervised Ability to adhere to Council policies and procedures including	Availability to deliver courses at a variety of time during the week eg - morning and / or afternoon, evenings and weekends.

