

LLANELLI RURAL COUNCIL

PERSON SPECIFICATION

POST: SKILLS TUTOR

LOCATION: TRAINING CENTRES AT VAUXHALL, LLANELLI AND
TY MYRDDIN, CARMARTHEN

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<u>Skills/Knowledge/General Attributes</u>			
Good communication skills (both oral and written)	✓		Application / Interview
Ability to cope under pressure with minimum supervision	✓		Application / Interview
Customer care skills and their application in the workplace.	✓		Application / Interview
Organisational and time management skills	✓		Application / Interview
Ability to prioritise, schedule workload	✓		Application / Interview
Ability to deliver Employability and Essential Skills		✓	Application / Interview
Ability to motivate, train and develop others	✓		Application / Interview
Ability to work on own initiative as well as part of a team	✓		Application / Interview
Ability to advise and instruct	✓		Application / Interview

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<u>Skills/Knowledge/General Attributes</u>			
Interpersonal skills	✓		Interview
Problem solving skills	✓		Application / Interview
Good standard of Literacy and Numeracy skills	✓		Application
Ability to speak Welsh		✓	Application
Flexible and Adaptable	✓		Application / Interview
Committed to promoting equality, diversity and inclusion	✓		Application / Interview
<u>Experience/Qualifications/Training etc</u>			
Maths and English GSCE C or above (spoken and written)	✓		Application
IT skills	✓		Application / Interview
Knowledge or digital learning platforms and learner management systems		✓	Application / Interview
Experience of Work-Based Learning		✓	Application
Experience in classroom delivery and teaching	✓		Application / Interview

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<u>Experience/Qualifications/Training etc</u>			
Ability to plan and deliver structured learning sessions to a range of learners	✓		Application
Experience supporting learners with additional learning needs or disabilities		✓	Application / Interview
Knowledge of safeguarding and welfare requirements		✓	Application / Interview
Knowledge of assessment and progress tracking methods	✓		Application / Interview
A recognised teaching or vocational qualification (e.g. PTLLS, Level 3 Award in Education and Training, Assessing qualifications)		✓	Application
Mentoring / support qualification		✓	Application
Experience of Health & Safety in the workplace	✓		Application / Interview
Experience in working with young people (e.g. 16-19 or 16-24)	✓		Application / Interview
<u>Other requirements</u>			
Valid UK driving licence	✓		Application
Flexible with working arrangements	✓		Application
Commitment to personal and professional development	✓		Application