# **PERSON SPECIFICATION:** Casual Tutor/Assessor **POST REFERENCE:** 105808

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | Appropriate subject qualification ( minimum level 3 )(F)Teaching qualification, Certificate in EducationAppropriate level of English and Maths(F)  | Degree or equivalentLevel 4 subject qualificationInternal Quality Assurance qualification (F) |
| * **Work or other relevant experience**
 | Experience of working as part of a team.(F)(I)Experience of delivering a range of teaching or assessor-led programmes(F) (I) | Experience of working in the FE sector |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **Skills, abilities, knowledge and competencies**
 | Good general awareness of Quality assurance issues(F)(I)Sound communication skills both written and oral(F)(I)Ability to plan own workload and to meet deadlines(F)(I)Proven teaching or assessing ability(R)Sound administrative skills (F) | tieodeoKnowledge of Prevent and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold the service’s values and responsibilities with regard to equality and diversity.  |
| * + **General competencies**
 | Good level of ICT skills(F) |  |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Information Governance/GDPR TrainingSafeguarding Refresher TrainingPrevent Refresher TrainingEquality & Diversity Refresher TrainingSubject Specific Teaching/Assessing CPD | AnnuallyAnnuallyAnnuallyAnnuallyAnnually |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.