

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

ASSESSOR Business Development

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the City Adult Learning Service and College's responsiveness in meeting the needs of businesses, adults, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a small team of dedicated hardworking and committed staff able to work flexibly within the working week and year.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a demanding and challenging post playing a key part in the continuing success, development and expansion of adult learning across the City.

The successful applicant will be a dynamic individual who is learner focused with a business mind: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners, the local communities and Adult Learning Service. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A strategic forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Peterborough Adult Learning Service/Principal of CCP
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service (PALS)/City College
Peterborough (CCP)

DEPARTMENT:

Job Title: Assessor / Business Development

Post No:

Grade :

Responsible to:

Responsible for: None

JOB PURPOSE

To actively develop and generate new business, source new opportunities to deliver VQs and other training opportunities in the workplace. To recruit, induct and assess candidates in the work place, providing support and encouragement to learners and expert witnesses through reviewing and assessing learners' progress against their qualification aim. To run induction, plan assessment and deliver the VQ qualifications. To deliver Information, Advice and Guidance sessions

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work with the team to actively promote and recruit learners onto the programme
2. To work to develop the business to meet and exceed Minimum Levels of Performance (MLP's), agreed targets for recruitment, retention and completion.
3. Carry out initial assessment of learners and design an individualised training programme to meet the needs of each learner either in the workplace or at CCP.
4. Provide an effective induction programme for new learners which meet CCP and awarding body criteria.
5. To assess learners' progress in the workplace against Qualifications standards and judge the validity of work based assessment from the expert witness in line with CCP assessment policy.
6. Review learners' progress in the workplace with the expert witness on a regular basis and implement corrective action as necessary in line with CCP procedures.
7. If appropriate, deliver the core modules of the qualification in classroom sessions, ensuring PALS quality framework is used.
8. Where appropriate embed Skills for Life in delivery of the programme.
9. Monitor Health & Safety in the workplace in accordance with Health & Safety policy and Procedures.
10. Work closely with expert witnesses in the workplace and the internal verifier to ensure that learner support and achievement is maximised.

11. Assist in the development of strategies to ensure a quality service is being provided
12. Attend regular team and standardisation meetings.
13. Maintain and process awarding body and funding body paperwork.
14. Assist in embedding the Quality Improvement Plan in the department.
15. Contribute to ensuring the College's Equality and Diversity duty is met.
16. Meet the minimum requirements of Continuing Professional Development (CPD)
17. Contribute to ensuring the safeguarding of children and adults.
18. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards.
19. Assist in maintaining a minimum Ofsted Grade 3.

GENERAL

1. To ensure that the College policies with respect of Equal Opportunities are fully met.
2. To contribute to team working within the Department.
3. To promote high standards of Health, Safety and Welfare, ensuring that the College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Departmental Administrative Officer.

VARIATION CLAUSE

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Description prepared by: Date: January 2010
(Senior Manager Curriculum/Assistant Principal)

Description authorised by: Date: January 2010
(Head of Service/Principal)

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education
Job Title: Assessor / Business Development
Post No:
Grade:
Responsible to:

Responsible for:
Completed by:
Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages • E- learning
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • Promotion of qualifications and other training opportunities for whole organisation to businesses • Occupational competence in the subject sector • Working with the target client group • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	Proven certification: <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • A1 or equivalent 	

EQUALITY AND DIVERSITY	Proven practice in: <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	Proven practice in: <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

ASSESSOR (DTLLS Qualified)

OVERVIEW OF THE ROLE

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The successful candidate will join a small team of dedicated hardworking and committed staff able to work flexibly within the working week and year.

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ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

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David Roxburgh
Head of Peterborough Adult Learning Service/Principal of CCP
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service (PALS)/City College
Peterborough (CCP)

DEPARTMENT:

Job Title: Assessor / DTLLS

Post No:

Grade :

Responsible to:

Responsible for: None

JOB PURPOSE

To actively develop and generate new business, source new opportunities to deliver VQs and other training opportunities in the workplace. To recruit, induct and assess candidates in the work place, providing support and encouragement to learners and expert witnesses through reviewing and assessing learners' progress against their qualification aim. To run induction, plan assessment and deliver the VQ qualifications. To deliver Information, Advice and Guidance sessions

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work with the team to actively promote and recruit learners onto the programme
2. To work to develop the business to meet and exceed Minimum Levels of Performance (MLP's), agreed targets for recruitment, retention and completion.
3. Carry out initial assessment of learners and design an individualised training programme to meet the needs of each learner either in the workplace or at CCP.
4. Provide an effective induction programme for new learners which meet CCP and awarding body criteria.
5. To assess learners' progress in the workplace against Qualifications standards and judge the validity of work based assessment from the expert witness in line with CCP assessment policy.
6. Review learners' progress in the workplace with the expert witness on a regular basis and implement corrective action as necessary in line with CCP procedures.
7. If appropriate, deliver the core modules of the qualification in classroom sessions, ensuring PALS quality framework is used.
8. Where appropriate embed Skills for Life in delivery of the programme.
9. Monitor Health & Safety in the workplace in accordance with Health & Safety policy and Procedures.
10. Work closely with expert witnesses in the workplace and the internal verifier to ensure that learner support and achievement is maximised.

11. Assist in the development of strategies to ensure a quality service is being provided
12. Attend regular team and standardisation meetings.
13. Maintain and process awarding body and funding body paperwork.
14. Assist in embedding the Quality Improvement Plan in the department.
15. Contribute to ensuring the College's Equality and Diversity duty is met.
16. Meet the minimum requirements of Continuing Professional Development (CPD)
17. Contribute to ensuring the safeguarding of children and adults.
18. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards.
19. Assist in maintaining a minimum Ofsted Grade 3.

GENERAL

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**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education
Job Title: Assessor / DTLLS
Post No:
Grade:
Responsible to:

Responsible for:
Completed by:
Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages • E- learning
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • Three years teaching experience • Occupational competence in vocational sector • Working with the target client group • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	Proven certification: <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • A1 or equivalent • DTLLS or equivalent • Subject specialism as required 	

EQUALITY AND DIVERSITY	Proven practice in: <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	Proven practice in: <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

ASSESSOR (Internal Verifier)

OVERVIEW OF THE ROLE

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David Roxburgh
Head of Peterborough Adult Learning Service/Principal of CCP
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service (PALS)/City College
Peterborough (CCP)

DEPARTMENT:

Job Title: Assessor / Internal Verifier

Post No:

Grade :

Responsible to:

Responsible for: None

JOB PURPOSE

To actively develop and generate new business, source new opportunities to deliver VQs and other training opportunities in the workplace. To recruit, induct and assess candidates in the work place, providing support and encouragement to learners and expert witnesses through reviewing and assessing learners' progress against their qualification aim. To run induction, plan assessment and deliver the VQ qualifications. To deliver Information, Advice and Guidance sessions

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work with the team to actively promote and recruit learners onto the programme
2. To work to develop the business to meet and exceed Minimum Levels of Performance (MLP's), agreed targets for recruitment, retention and completion.
3. Carry out initial assessment of learners and design an individualised training programme to meet the needs of each learner either in the workplace or at CCP.
4. Provide an effective induction programme for new learners which meet CCP and awarding body criteria.
5. To assess learners' progress in the workplace against Qualifications standards and judge the validity of work based assessment from the expert witness in line with CCP assessment policy.
6. Review learners' progress in the workplace with the expert witness on a regular basis and implement corrective action as necessary in line with CCP procedures.
7. If appropriate, deliver the core modules of the qualification in classroom sessions, ensuring PALS quality framework is used.
8. Where appropriate embed Skills for Life in delivery of the programme.
9. Internally Verify / Moderate Learners' work to awarding body standards and CCP procedures ensuring accurate documentation is kept.
10. Register and certificate learners as required.
11. Monitor Health & Safety in the workplace in accordance with Health & Safety policy and Procedures.

12. Work closely with expert witnesses in the workplace and the internal verifier to ensure that learner support and achievement is maximised.
13. Assist in the development of strategies to ensure a quality service is being provided
14. Attend regular team and chair standardisation meetings and keep accurate minutes.
15. Maintain and process awarding body and funding body paperwork.
16. Assist in embedding the Quality Improvement Plan in the department.
17. Contribute to ensuring the College's Equality and Diversity duty is met.
18. Meet the minimum requirements of Continuing Professional Development (CPD)
19. Contribute to ensuring the safeguarding of children and adults.
20. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards.
21. Assist in maintaining a minimum Ofsted Grade 3.

GENERAL

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2. To contribute to team working within the Department.
3. To promote high standards of Health, Safety and Welfare, ensuring that the College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Departmental Administrative Officer.

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**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Assessor / Internal Verifier

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages • E- learning
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • Two years assessment, one year verification and moderation experience for vocational qualifications • Occupational experience in the subject sector • Working with the target client group • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	Proven certification: <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • A1 or equivalent • V1 Award 	

EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

ASSESSOR (PTLLS)

OVERVIEW OF THE ROLE

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CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service (PALS)/City College
Peterborough (CCP)

DEPARTMENT:

Job Title: Assessor (PTLLS)

Post No:

Grade :

Responsible to:

Responsible for: None

JOB PURPOSE

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4. Provide an effective induction programme for new learners which meet CCP and awarding body criteria.
5. To assess learners' progress in the workplace against Qualifications standards and judge the validity of work based assessment from the expert witness in line with CCP assessment policy.
6. Review learners' progress in the workplace with the expert witness on a regular basis and implement corrective action as necessary in line with CCP procedures.
7. If appropriate, deliver the core modules of the qualification in classroom sessions, ensuring PALS quality framework is used.
8. Where appropriate embed Skills for Life in delivery of the programme.
9. Monitor Health & Safety in the workplace in accordance with Health & Safety policy and Procedures.
10. Work closely with expert witnesses in the workplace and the internal verifier to ensure that learner support and achievement is maximised.

11. Assist in the development of strategies to ensure a quality service is being provided
12. Attend regular team and standardisation meetings.
13. Maintain and process awarding body and funding body paperwork.
14. Assist in embedding the Quality Improvement Plan in the department.
15. Contribute to ensuring the College's Equality and Diversity duty is met.
16. Meet the minimum requirements of Continuing Professional Development (CPD)
17. Contribute to ensuring the safeguarding of children and adults.
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GENERAL

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**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education
Job Title: Assessor (PTLLS)
Post No:
Grade:
Responsible to:

Responsible for:
Completed by:
Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages • E- learning
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • One year assessment, experience for vocational qualifications • Occupational experience in subject area • Working with the target client group • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	Proven certification: <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • A1 or equivalent • PTLLS or equivalent 	

<p>EQUALITY AND DIVERSITY</p>	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
<p>SAFEGUARDING</p>	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
<p>CUSTOMER CARE</p>	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
<p>PERSONAL CIRCUMSTANCES</p>	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

ASSESSOR (Qualified)

OVERVIEW OF THE ROLE

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ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a demanding and challenging post playing a key part in the continuing success, development and expansion of adult learning across the City.

The successful applicant will be a dynamic individual who is learner focused with a business mind: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners, the local communities and Adult Learning Service. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A strategic forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

Closing date for receipt of applications:

Interviews will be held:

David Roxburgh
Head of Peterborough Adult Learning Service/Principal of CCP
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service (PALS)/City College
Peterborough (CCP)

DEPARTMENT:

Job Title: Assessor (Qualified)

Post No:

Grade :

Responsible to:

Responsible for: None

JOB PURPOSE

To actively develop and generate new business, source new opportunities to deliver VQs and other training opportunities in the workplace. To recruit, induct and assess candidates in the work place, providing support and encouragement to learners and expert witnesses through reviewing and assessing learners' progress against their qualification aim. To run induction, plan assessment and deliver the VQ qualifications. To deliver Information, Advice and Guidance sessions

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work with the team to actively promote and recruit learners onto the programme
2. To work to develop the business to meet and exceed Minimum Levels of Performance (MLP's), agreed targets for recruitment, retention and completion.
3. Carry out initial assessment of learners and design an individualised training programme to meet the needs of each learner either in the workplace or at CCP.
4. Provide an effective induction programme for new learners which meet CCP and awarding body criteria.
5. To assess learners' progress in the workplace against Qualifications standards and judge the validity of work based assessment from the expert witness in line with CCP assessment policy.
6. Review learners' progress in the workplace with the expert witness on a regular basis and implement corrective action as necessary in line with CCP procedures.
7. If appropriate, deliver the core modules of the qualification in classroom sessions, ensuring PALS quality framework is used.
8. Where appropriate embed Skills for Life in delivery of the programme.
9. Monitor Health & Safety in the workplace in accordance with Health & Safety policy and Procedures.
10. Work closely with expert witnesses in the workplace and the internal verifier to ensure that learner support and achievement is maximised.

11. Assist in the development of strategies to ensure a quality service is being provided
12. Attend regular team and standardisation meetings.
13. Maintain and process awarding body and funding body paperwork.
14. Assist in embedding the Quality Improvement Plan in the department.
15. Contribute to ensuring the College's Equality and Diversity duty is met.
16. Meet the minimum requirements of Continuing Professional Development (CPD)
17. Contribute to ensuring the safeguarding of children and adults.
18. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards.
19. Assist in maintaining a minimum Ofsted Grade 3.

GENERAL

1. To ensure that the College policies with respect of Equal Opportunities are fully met.
2. To contribute to team working within the Department.
3. To promote high standards of Health, Safety and Welfare, ensuring that the College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Departmental Administrative Officer.

VARIATION CLAUSE

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Description prepared by: _____ Date: _____
(Senior Manager Curriculum/Assistant Principal)

Description authorised by: _____ Date: _____
(Head of Service/Principal)

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education
Job Title: Assessor (Qualified)
Post No:
Grade:
Responsible to:

Responsible for:
Completed by:
Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages • E- learning
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • One year assessment, experience for vocational qualifications • Occupational experience in subject area • Working with the target client group • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	Proven certification: <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • A1 or equivalent 	

EQUALITY AND DIVERSITY	Proven practice in: <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	Proven practice in: <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

ASSESSOR (Unqualified)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the City Adult Learning Service and College's responsiveness in meeting the needs of businesses, adults, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a small team of dedicated hardworking and committed staff able to work flexibly within the working week and year.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a demanding and challenging post playing a key part in the continuing success, development and expansion of adult learning across the City.

The successful applicant will be a dynamic individual who is learner focused with a business mind: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners, the local communities and Adult Learning Service. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A strategic forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Peterborough Adult Learning Service/Principal of CCP
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)
DEPARTMENT:
Job Title: Assessor (Unqualified)
Post No:
Grade:
Responsible to:
Responsible for: None

JOB PURPOSE

To actively develop and generate new business, source new opportunities to deliver VQs and other training opportunities in the workplace. To recruit, induct and assess candidates in the work place, providing support and encouragement to learners and expert witnesses through reviewing and assessing learners' progress against their qualification aim. To run induction, plan assessment and deliver the VQ qualifications. To deliver Information, Advice and Guidance sessions

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work with the team to actively promote and recruit learners onto the programme
2. To work to develop the business to meet and exceed Minimum Levels of Performance (MLP's), agreed targets for recruitment, retention and completion.
3. Carry out initial assessment of learners and design an individualised training programme to meet the needs of each learner either in the workplace or at CCP.
4. Provide an effective induction programme for new learners which meet CCP and awarding body criteria.
5. To assess learners' progress in the workplace against Qualifications standards and judge the validity of work based assessment from the expert witness in line with CCP assessment policy.
6. Review learners' progress in the workplace with the expert witness on a regular basis and implement corrective action as necessary in line with CCP procedures.
7. If appropriate, deliver the core modules of the qualification in classroom sessions, ensuring PALS quality framework is used.
8. Where appropriate embed Skills for Life in delivery of the programme.
9. Monitor Health & Safety in the workplace in accordance with Health & Safety policy and Procedures.

10. Work closely with expert witnesses in the workplace and the internal verifier to ensure that learner support and achievement is maximised.
11. Assist in the development of strategies to ensure a quality service is being provided
12. Attend regular team and standardisation meetings.
13. Maintain and process awarding body and funding body paperwork.
14. Assist in embedding the Quality Improvement Plan in the department.
15. Contribute to ensuring the College's Equality and Diversity duty is met.
16. Meet the minimum requirements of Continuing Professional Development (CPD)
17. Contribute to ensuring the safeguarding of children and adults.
18. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards.
19. Assist in maintaining a minimum Ofsted Grade 3.

GENERAL

1. To ensure that the College policies with respect of Equal Opportunities are fully met.
2. To contribute to team working within the Department.
3. To promote high standards of Health, Safety and Welfare, ensuring that the College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Departmental Administrative Officer.

VARIATION CLAUSE

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Description prepared by: _____ Date: January 2010
(Senior Manager Curriculum/Assistant Principal)

Description authorised by: _____ Date: January 2010
(Head of Service/Principal)

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education
Job Title: Assessor (Unqualified)
Post No:
Grade:
Responsible to:

Responsible for:
Completed by:
Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages • E- learning
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • Working with the target client group • 2 Years Occupational experience in subject sector • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	Proven certification: <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent 	
EQUALITY AND DIVERSITY	Proven practice in: <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	

SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	Proven practice in: <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

DRAFT

FULL TIME TUTOR (CTLLS QUALIFIED)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Service /Principal
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ Peterborough College of Adult Education

Job Title: Full time tutor (CTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

**ORGANISATION CHART
(see attached)**

JOB PURPOSE

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 3 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment , induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Attend and contribute to team and cross-College meetings and events
10. Contribute to ensuring the safeguarding of children and adults
11. Contribute to ensuring the College's Equality and Diversity duty is met
12. Provide holiday and sickness cover if required
13. Work towards own agreed professional and personal development targets
14. Meet the minimum requirements of Continuing Professional Development (CPD)
15. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
16. Assist in maintaining a minimum Ofsted Grade 3

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

VARIATION CLAUSE

This is a description of the post as it is constituted at the date shown. It is the practice of this Service / College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by:
Senior Manager Curriculum

Date: January 2010

Description authorized by: David Roxburgh
(Head of Service / Principal)

Date: January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Full time tutor (CTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Teaching / training and curriculum development • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning

EXPERIENCE	<p>Proven experience in:</p> <ul style="list-style-type: none"> • Working with the target client group • Minimum of one year's teaching / training experience • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • CTLLS Qualification or equivalent 	<ul style="list-style-type: none"> • working towards DTTLs
EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

DRAFT

FULL TIME TUTOR (DTLLS QUALIFIED)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Service /Principal
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ Peterborough College of Adult Education

Job Title: Full time tutor (DTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

**ORGANISATION CHART
(see attached)**

JOB PURPOSE

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 3 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment , induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Attend and contribute to team and cross-College meetings and events
10. Contribute to ensuring the safeguarding of children and adults
11. Contribute to ensuring the College's Equality and Diversity duty is met
12. Provide holiday and sickness cover if required
13. Work towards own agreed professional and personal development targets
14. Meet the minimum requirements of Continuing Professional Development (CPD)
15. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
16. Assist in maintaining a minimum Ofsted Grade 3

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

VARIATION CLAUSE

This is a description of the post as it is constituted at the date shown. It is the practice of this Service / College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by:
Senior Manager Curriculum

Date: January 2010

Description authorized by: David Roxburgh
(Head of Service / Principal)

Date: January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Full time tutor (DTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Teaching / training and curriculum development • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning

EXPERIENCE	<p>Proven experience in:</p> <ul style="list-style-type: none"> • Working with the target client group • Minimum of two years' teaching / training experience • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • DTLLS Qualification or equivalent • Subject specialist qualification or working towards, if appropriate to the post 	
EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for 	

	<p>the performance of duties</p> <ul style="list-style-type: none">• Live within easy travelling distance of the workplace	
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**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

DRAFT

FULL TIME TUTOR (LEVEL 7 SPECIALIST)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Service /Principal
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ Peterborough College of Adult Education
Job Title: Full time tutor (Level 7 Specialist)
Post No:
Grade:

Responsible to:

Responsible for:

ORGANISATION CHART
(see attached)

JOB PURPOSE

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 3 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment, induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Attend and contribute to team and cross-College meetings and events
10. Contribute to ensuring the safeguarding of children and adults
11. Contribute to ensuring the College's Equality and Diversity duty is met
12. Provide holiday and sickness cover if required
13. Work towards own agreed professional and personal development targets
14. Meet the minimum requirements of Continuing Professional Development (CPD)
15. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
16. Assist in maintaining a minimum Ofsted Grade 3

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

VARIATION CLAUSE

This is a description of the post as it is constituted at the date shown. It is the practice of this Service / College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by:
Senior Manager Curriculum

Date: January 2010

Description authorized by: David Roxburgh
(Head of Service / Principal)

Date: January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Full time tutor (Level 7 Specialist)

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Teaching / training and curriculum development • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning

EXPERIENCE	<p>Proven experience in:</p> <ul style="list-style-type: none"> • Working with the target client group • Minimum of three years' teaching / training experience • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • DTLLS Qualification or equivalent • Level 7 Subject specialist qualification if appropriate to the post 	
EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties 	

	<ul style="list-style-type: none">• Live within easy travelling distance of the workplace	
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**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

DRAFT

FULL TIME TUTOR (PTLLS QUALIFIED)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Service /Principal
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ Peterborough College of Adult Education

Job Title: Full time tutor (PTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

**ORGANISATION CHART
(see attached)**

JOB PURPOSE

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 3 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment , induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Attend and contribute to team and cross-College meetings and events
10. Contribute to ensuring the safeguarding of children and adults
11. Contribute to ensuring the College's Equality and Diversity duty is met
12. Provide holiday and sickness cover if required
13. Work towards own agreed professional and personal development targets
14. Meet the minimum requirements of Continuing Professional Development (CPD)
15. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
16. Assist in maintaining a minimum Ofsted Grade 3

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

VARIATION CLAUSE

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FLEXIBILITY CLAUSE

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Description prepared by:
Senior Manager Curriculum

Date: January 2010

Description authorized by: David Roxburgh
(Head of Service / Principal)

Date: January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Full time tutor (PTLLS)

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Teaching / training and curriculum development • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning

EXPERIENCE	<p>Proven experience in:</p> <ul style="list-style-type: none"> • Working with the target client group • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • PTLLS Qualification or equivalent. 	<ul style="list-style-type: none"> • working towards CTTLS
EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

FULL TIME TUTOR / KEYWORKER (DTLLS QUALIFIED)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Service /Principal
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ Peterborough College of Adult Education

Job Title: Full time tutor / Key Worker(DTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

**ORGANISATION CHART
(see attached)**

JOB PURPOSE

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 3 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment , induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Undertake a key Worker role as required supporting the learner through their program
10. Attend and contribute to team and cross-College meetings and events
11. Contribute to ensuring the safeguarding of children and adults
12. Contribute to ensuring the College's Equality and Diversity duty is met
13. Provide holiday and sickness cover if required
14. Work towards own agreed professional and personal development targets
15. Meet the minimum requirements of Continuing Professional Development (CPD)
15. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
16. Assist in maintaining a minimum Ofsted Grade 3

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
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Description prepared by:
Senior Manager Curriculum

Date: January 2010

Description authorized by: David Roxburgh
(Head of Service / Principal)

Date: January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Full time tutor / Key Worker(DTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Teaching / training and curriculum development • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning

EXPERIENCE	<p>Proven experience in:</p> <ul style="list-style-type: none"> • Working with the target client group • Minimum of two years' teaching / training experience • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • DTLLS Qualification or equivalent • Subject specialist qualification or working towards, if appropriate to the post 	
EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for 	

	<p>the performance of duties</p> <ul style="list-style-type: none">• Live within easy travelling distance of the workplace	
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**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

FULL TIME TUTOR / KEY WORKER (PTLLS QUALIFIED)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

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ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

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The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Service /Principal
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ Peterborough College of Adult Education

Job Title: Full time tutor / Key Worker(PTLLS Qualified)

Post No:

Grade:

Responsible to:

Responsible for:

**ORGANISATION CHART
(see attached)**

JOB PURPOSE

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 3 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment , induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Undertake a key Worker role as required supporting the learner through their program
10. Attend and contribute to team and cross-College meetings and events
11. Contribute to ensuring the safeguarding of children and adults
12. Contribute to ensuring the College's Equality and Diversity duty is met
13. Provide holiday and sickness cover if required
14. Work towards own agreed professional and personal development targets
15. Meet the minimum requirements of Continuing Professional Development (CPD)
15. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards

16. Assist in maintaining a minimum Ofsted Grade 3

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

VARIATION CLAUSE

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Description prepared by:
Senior Manager Curriculum

Date: January 2010

Description authorized by: David Roxburgh
(Head of Service / Principal)

Date: January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Full time tutor / Key Worker (PTLLS)

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Teaching / training and curriculum development • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning

EXPERIENCE	<p>Proven experience in:</p> <ul style="list-style-type: none"> • Working with the target client group • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • PTLLS Qualification • Willingness to work towards CTLLS 	
EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

FULL TIME TUTOR / KEYWORKER (UNQUALIFIED)

OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

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ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

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**Closing date for receipt of applications:
Interviews will be held:**

David Roxburgh
Head of Service /Principal
January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

LEA Division: Peterborough Adult Learning Service/ Peterborough College of Adult Education

Job Title: Full time tutor / Key Worker(Unqualified)

Post No:

Grade:

Responsible to:

Responsible for:

**ORGANISATION CHART
(see attached)**

JOB PURPOSE

To take a creative lead in the planning, delivery and quality improvement of the department to meet all funding and awarding body targets and requirements and Ofsted targets and Quality Standards to maintain a minimum Grade 3 at Inspection.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide high quality learning / training programmes to meet Ofsted quality standards
2. Teach a maximum of 24 hours a week, to include a minimum of one evening a week if required
3. Identify and develop creative, personalized teaching and learning resources to share across the organization
4. Maintain course documentation to a high standard to achieve all Ofsted quality standards and funding and awarding body requirements, ensuring deadlines are met
5. Assist in learner initial and diagnostic assessment , induction and advising on academic matters and progression routes
6. Contribute to good practice sharing including e - learning, RARPA and embedding Skills for Life
7. Assist in embedding the Quality Improvement Plan in the department
8. Contribute to curriculum development to meet funding / awarding body and Ofsted targets and standards
9. Undertake a key Worker role as required supporting the learner through their program
10. Attend and contribute to team and cross-College meetings and events
11. Contribute to ensuring the safeguarding of children and adults
12. Contribute to ensuring the College's Equality and Diversity duty is met
13. Provide holiday and sickness cover if required
14. Work towards own agreed professional and personal development targets
15. Meet the minimum requirements of Continuing Professional Development (CPD)
16. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
17. Assist in maintaining a minimum Ofsted Grade 3

GENERAL DUTIES

1. To ensure that the College's policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.
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FLEXIBILITY CLAUSE

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Description prepared by:
Senior Manager Curriculum

Date: January 2010

Description authorized by: David Roxburgh
(Head of Service / Principal)

Date: January 2010

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

LEA Division: Peterborough Adult Learning Service / Peterborough College of Adult Education

Job Title: Full time tutor (Unqualified)

Post No:

Grade:

Responsible to:

Responsible for:

Completed by:

Date: January 2010

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Issues and developments relating to the curriculum area • Post-14 Learning Sector 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspection Framework
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Professional approach to work • Creative, innovative thought to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities • Patient and calm under pressure • Good team member, willing to help and support colleagues and share good practice • Self-starter – able to problem solve in innovative ways • Excellent organizational skills 	Proven ability in: <ul style="list-style-type: none"> • Able to use Microsoft Office computer packages e.g. Word • E- learning
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • Working with the target client group 	

	<ul style="list-style-type: none"> • Successful record of meeting targets and deadlines • Successful record of working to a quality framework 	
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • Minimum Level 2 Literacy and Numeracy or equivalent • Willingness to work towards PTLLS 	
EQUALITY AND DIVERSITY	<p>Proven practice in:</p> <ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<p>Proven practice in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer (learner and staff) care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the performance of duties • Live within easy travelling distance of the workplace 	