

Community Learning Tutor - (Employability and Digital Skills)

Work base: The Learning Place

Salary: Band 7 - £32,061- £36,363 FTE (£28,546 - £32,377 TTO) for level 3 qualified tutor

Band 8 - £36,363 £39,151 FTE (£32,377 - £34,859 TTO) for level 4/5 qualified tutor

Hours: Full time, 37 hours per week working Monday to Thursday 8.30am to 4.30pm
Friday 8.30am to 4pm. To be worked TTO 40 weeks

Part time hours working full days will be considered.

Please state your preference for full or part time and preferred full days in your personal statement.

Contract: Permanent

Interviews will be held week commencing 1st December 2025

All Community Learning Service posts are subject to funding.

Portsmouth City Council is committed to safeguarding and promoting the welfare of vulnerable adults, children, and young people, and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how, you are and how you work then this could be the role that meets your expectations.

What is the role?

The key priority of the role is to deliver tailored learning, primarily digital skills and employability as part of the Community Learning Service (CLS) which is based at The Learning Place.

Key responsibilities include:

Reporting to the Operational Manager your key duties will include:

- working within the CLS to develop and implement the curriculum
- writing / adapting, planning, delivering and evaluating workshops and courses
- providing classroom support to targeted learners on the courses.
- giving information and advice to learners as part of normal teaching duties, including information on progression opportunities.
- regularly assessing the skills and learning needs of learners, using the agreed assessment tools, providing a confidential interview where appropriate.
- monitoring, evaluating and recording student progress against agreed individual learning records.
- collecting data on retention, achievement, progression and impact of the service
- keeping student and tutor records to the standards required by the Community Learning Service, Ofsted and funding bodies.
- ensuring an inclusive and safe environment for learning
- ensuring that learners have the opportunity to regularly feedback and contribute to quality improvement
- identifying and developing new working partnerships and opportunities
- directing and supporting the work of learning support volunteers where available.
- contributing to the promotional and publicity requirements of the service

Who is the person?

You will:

- Be a qualified adult tutor at minimum Level 3 Award in Education and Training (AET) (or equivalent) with a minimum level 2 qualification in English and maths.
- Have subject specific qualifications where appropriate, for example, at level 5 for English, maths and ESOL.

- Have experience of embedding Maths, English, digital skills and employability into delivery.
- Experience of working with awarding organisations.
- Demonstrate a sound understanding of the Education Inspection Framework and how that impacts on classroom practice
- Demonstrate commitment and practice as per the 2022 "Professional Standards for Teachers and Trainers in Education and Training" published by the Education and Training Foundation.
- Demonstrate commitment and have evidence of relevant continuous professional development.
- Have experience of working with target groups of learners
- Be committed to engaging with learning and hard to reach learners and have a good understanding of the barriers they may face
- Be an excellent communicator able to engage effectively with service users and partners
- Demonstrate good problem solving skills with an ability to act on your own initiative where appropriate
- Have excellent organisational and time management skills.
- Be a good team player, adaptable and flexible to respond to the needs of the service and its learners.
- Demonstrate good IT skills, be a competent user of Microsoft Office in order to, for example, send emails and use calendars, prepare resources and evidence, prepare and present reports / data analysis, format key documents in suitable formats for the target audience
- Demonstrate use of relevant IT tools for the benefit of the learners.
- Be prepared to work off site, to collect, transport and return all necessary equipment
- Be able to demonstrate that you keep up to date with developments in own field of expertise and in the world of Community Learning
- Demonstrate effective safeguarding practice in ensuring the safety and wellbeing of learners in the classroom

Additional information:

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS

checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full policy.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it