

1. JOB IDENTITY			
<b>Post Title:</b>	<b>Session Leader</b> (Adult Learning)	<b>Service:</b>	Education and Children's Services
<b>Section:</b>	Lifelong Learning & Leisure Aberdeenshire Life	<b>Grade:</b>	Technician G
<b>Reports to:</b>	Senior CLD Worker		

2. JOB PURPOSE
<ul style="list-style-type: none"> <li>Develop, deliver and evaluate local Adult Learning Classes and activities associated with Aberdeenshire Life Programmes</li> </ul> <p>This role will require flexible day, evening and/or weekend working</p> <p>There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation</p>

3. CORE RESPONSIBILITIES / DUTIES
<ul style="list-style-type: none"> <li>Develop and support individual skills and confidence to promote personal development and enjoyment</li> <li>To implement learning programmes reflecting learners needs and select/use appropriate learning materials</li> <li>General session administration, course content and evaluation</li> <li>Comply with Aberdeenshire's prescribed procedures for Health &amp; Safety during activities, supervision of learners, according to the duty of care to persons under your responsibility</li> </ul>

4. QUALIFICATIONS AND TRAINING
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>A suitable qualification in the subject area where appropriate</li> <li>Demonstrate commitment to continued professional development in accordance with national standards.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>HNC in Adult Learning/CLD</li> <li>Youth work qualification</li> <li>First Aid Qualification</li> </ul>

## 5. EXPERIENCE

<b>Essential:</b>	<ul style="list-style-type: none"><li>• Experience of working with adults and/or young people in a variety of creative learning and supportive settings</li></ul>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• Experience of designing and evaluating learning programmes</li><li>• Experience of guiding and directing learners through progression routes</li></ul>

## 6. KNOWLEDGE AND SKILLS

<b>Essential:</b>	<ul style="list-style-type: none"><li>• Good organisational and time management skills with ability to meet deadlines</li><li>• Ability to use own initiative, be flexible and demonstrate reflective practice</li><li>• Ability to motivate individuals through group working skills</li><li>• A commitment to confidentiality</li></ul>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• Commitment to Life Long Learning and CPD</li><li>• IT literate</li></ul>

## 7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post
Work Smart	This position is designated as a ' <b>Flexible</b> ' post as detailed on the Worksmart website - <a href="http://worksmart.aberdeenshire.gov.uk/">http://worksmart.aberdeenshire.gov.uk/</a>