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**Job Profile**

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| **Job Title:**  Tutor | **Grade :**  Grade 2 Level 3 |
| **Reports to:**  Arts Development Officer | **Location:**  Various |

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| **Vision and Values:** |
| The vision is to provide opportunities to enrich people’s lives. Our values are, accountable, effective, efficient, working with and respecting others, self aware and improving, people focussed; fair and open; excellent employer. |
| **Overall Purpose:** To deliver a range of courses, classes and projects |
| **Key Tasks** |
| 1. Plan, prepare and develop a range of courses, classes and project |
| 1. Using professional skills and specialist knowledge, deliver the class/project, using a variety of teaching methods and appropriate resources to anticipate, and respond to participants abilities and needs, providing guidance and encouragement to motivate and engage, maximising their learning potential. |
| 1. Liaise with the Arts Development Officer to continually reflect and update on course development, including specialist equipment/materials. |

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| **Behaviours Framework** | |
| **Efficient** |  |
| * Punctual and conscientious in your approach to work * Use resources efficiently, avoiding waste and unnecessary expense * Identify inefficiency in processes and communicate this to your manager * Meet deadlines and targets in your day to day work * Understand the impact of wasteful behaviours on the environment and you act to minimise this impact * Use of information technology to achieve best outcomes | |
| **Flexible** |  |
| * Willing to learn new tasks and accept new ways of working * Willing to be flexible in your approach to work to meet changing service delivery needs, deadlines and urgent priorities. * Help team members when they have urgent deadlines and prioritise your work accordingly * *Understand the need for change and are open to this across your working life* | |

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| **Perform** |  |
| * Is polite, professional and friendly to customers and apply customer care standards and attitudes at all times * Works safely to maintain the safety of yourself and other raising concerns about unsafe working practices * Meets standards of work required in your role in terms of quality and output * Uses initiative to solve problems and raise potential issues * Acknowledges when mistakes are made and learns from them * Seeks feedback on your performance to learn and improve | |
| **Working With Others** |  |
| * Works alongside internal and external colleagues to meet common objectives * Has professional relationships with colleagues and is aware of dignity at work standards * Actively and respectfully listens to people in order to understand them and their views * Contributes appropriately in team and other meetings and discussions * Presents words and views clearly in a way that other people find meaningful. * Respects diversity and promotes equality of opportunity when working with colleagues and members of the public | |
| **Lead** |  |
| * Role models the standards of behaviours expected * Displays and enables leadership through sharing knowledge and skills, seeking guidance and providing support to your colleagues, team and the wider community * Is aware of and adheres to professional codes of practice and the code of conduct. | |
| **Technical Requirements** | |
| You must have a qualification in a relevant discipline and/or relevant experience. | |
| This post is considered Regulated Work with Vulnerable Children, under the Protection of Vulnerable Groups (Scotland) Act, 2007.  **Therefore, it is an offence to apply if you are barred from working with children.**  Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme Update check, prior to a formal offer of employment being made.  **Please note successful candidates will be required to cover the cost of the PVG check.**  Please refer to <http://www.disclosurescotland.co.uk/publications/> and click on Code of Practice for further information about the disclosure process and best practice. | |