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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
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| 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.
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| 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
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| **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
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| **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
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| **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.
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| **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. |