

## JOB DESCRIPTION & PERSON SPECIFICATION (JDPS)

<b>Job Title:</b>	Specialist Tutor (Tier 2)	<b>Job Evaluation Reference Number:</b>	Z4213
<b>Service:</b>	liveArgyll	<b>Grade:</b>	LGE 12
<b>Department/Section:</b>	Business Operations	<b>Location:</b>	Variable
<b>Line Manager (post):</b>	Senior Duty Officer/Fitness Coordinator		
<b>Date JDPS was created / last reviewed / amended:</b>	July 2022	<b>Version of JDPS:</b>	v.1
<b>This JDPS should be read in conjunction with:</b>	<ol style="list-style-type: none"> <li>1. <u>Core Training Requirements</u></li> <li>2. <u>Service plan/team plan</u></li> <li>3. <u>Argyll &amp; Bute Council Competency Framework</u></li> <li>4. <u>Managers guide to recruitment</u></li> <li>5. <u>Job Evaluation process</u></li> </ol>		
<b>Job Summary:</b>			
<p>To support the local fitness operational team to deliver, purposeful, integrated, responsive and effectively targeted programme of that offers specialised health and wellbeing programmes for liveArgyll members, by taking the lead in the design, delivery and development of materials/ classes for high quality, externally accredited or otherwise highly specialised courses for liveArgyll members, and reporting accurately and fully, aspects of delivery and outcomes, as required.</p>			
<b>Scope / Dimensions:</b>			
<p><b>Line management / staffing responsibility</b> N/A</p> <p><b>Budgetary responsibility:</b> N/A</p>			
<b>Job Description: Main Outcomes required</b>			
<b>1.</b>	<p><b>Planning:</b></p> <p>Assist the operational team on the delivery and implementation of specialist local and where needed service-wide class delivery. In particular, take responsibility for:</p> <ol style="list-style-type: none"> <li>a) Leading in design, delivery and development of materials for high quality, externally accredited (level 4 Reps/CIMSPA) or otherwise highly specialised, health and wellbeing sessions for individuals and groups associated with liveArgyll as and when required. These will address issues off flexibility, fitness and overall health and wellbeing. The Tutor will be tasked with increasing participants' skills and capacity within their specialised skill set.</li> </ol>		
<b>2.</b>	<p><b>Service delivery:</b></p> <p>Support the operational team to implement specialised service-wide and local area objectives by taking personal responsibility for effective and efficient delivery of high quality, learner-centered provision to liveArgyll members as required. In particular taking responsibility for:</p> <ol style="list-style-type: none"> <li>a) Leading on the design, development and delivery of appropriate high quality, highly specialised,</li> </ol>		

	<p>community-based class/courses delivery tailored for individuals, groups or classes of adults, including in-course support/advice to individuals as appropriate.</p> <p>b) Organisation and management of internal class resources as required to ensure positive learning experiences.</p> <p>c) Participate in occasional staff meetings and any mandatory training.</p>
3.	<p><b>Budget management:</b></p> <p>Assist the operational team to manage the area class delivery budget ensuring that class occupancy levels meet budgetary targets:</p> <p>a) Making any requests for expenditure related to course delivery known at as early a stage as possible</p> <p>b) If purchasing resources, ensuring that expenditure is appropriate and that accurate records are kept for submission as required</p>
4.	<p><b>Quality Assurance:</b></p> <p>Support the operational team to ensure that appropriate quality, performance and bench marking criteria are developed and applied as a means of managing and monitoring their class/session performance, and in particular:</p> <p>a) Undertaking the recording, assessment, monitoring and reporting, using the leisure management system.</p>
5.	<p><b>Health &amp; Safety:</b></p> <p>All employees must follow liveArgyll's health and safety policies, standards, systems and procedures and must follow any additional health and safety instructions required by their line management. Employees who manage staff (and/or control workers from outside bodies) must ensure that they comply with liveArgyll's health and safety at work procedures and ensure that all workplace risks are assessed, suitable control measures are put in place and that these are communicated to the workforce in a way they understand.</p> <p>Ensure that employees and/or outside bodies under his/her control comply with the department's or their own health and safety at work procedures and ensure that safe systems of work are used at all times, in particular by:</p> <p>a) Assisting with assessment of risk as necessary for specialised classes.</p> <p>b) Taking a temporary lead responsibility for any immediate Health and Safety risks that arise whilst planning or delivering specialist classes.</p> <p>c) Ensuring that any Health and Safety risks, and any mitigating actions taken, are reported as soon as possible to the Senior Duty Officer/Fitness Coordinator.</p>
7.	<p><b>Other duties &amp; responsibilities:</b></p> <p>Undertake other duties appropriate to this job and grade, and as required by the Senior Duty Officer/Fitness Coordinator and ensure appropriate outcomes are achieved.</p>

<b>Person Specification:</b>	
<b>CRITERIA:</b> E = Essential          D = Desirable	
<b>Education and / or professional qualifications</b>	
E.1	Relevant Diploma or equivalent qualifications for specialist delivery (level 4 Reps/CIMSPA Accredited)
D.1	Relevant CPD or related qualification
<b>Experience</b>	
E.1	Experience and clearly evidenced achievement in design and delivery of specialist classes – Minimum of 200 hours experience.
E.2	Experience of tailoring methods of delivery to suit individual adult /children learners' needs
E.3	Experience of recording, assessing, monitoring and reporting on class/session delivery
D.1	Experience of working in a community and leisure setting
D.2	Experience of engaging adult /children learners in recording, assessing monitoring their own achievements
D.3	CPR/First Aid
<b>Specific job-related knowledge</b>	
E.1	Understanding of the social emotional and behavioural barriers preventing adults/ children (learners) from reaching their potential.
E.2	Understanding of different learning styles and the importance of Health and Wellbeing
E.3	Competent in Microsoft Office Applications
<b>Personal qualities</b>	
E.1	A welcoming and non-judgmental attitude, and the ability to relate to and engage with a wide variety of people from varying backgrounds
E.2	A flexible and positive approach to working with colleagues, partners and the public
E.3	A positive attitude and commitment to the values of liveArgyll
<b>Any additional job-related requirements</b>	
E.1	The job holder is required to have or to gain a Basic Disclosure - PVG children and adults

E.2	The jobholder will be expected to travel efficiently and effectively between various work locations within Argyll and Bute and beyond to meet the operational requirements of the Service.
<b>Competencies</b>	
E.1	Level 2 and 3  <b>Personal Qualities (Competencies) that are essential at recruitment stage:</b>