



SOUTH LANARKSHIRE
Leisure & Culture

Tutor Job Profile

Service: Culture	Grade Scale: Grade 2 Level 3
Reports to: Arts Development Officer	

Purpose of Job
To deliver a range of courses, classes, and projects

Key tasks and responsibilities
<ul style="list-style-type: none">Plan, prepare and develop a range of courses, classes and project
<ul style="list-style-type: none">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.
<ul style="list-style-type: none">Liaise with the Arts Development Officer to continually reflect and update on course development, including specialist equipment/materials.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	Relevant experience and/ or qualification to undertake classes in the relevant discipline	
Skills, knowledge, experience	Experience to deliver classes for a wide range of age groups	Plan a programme for the relevant age group and ability
Personal Qualities	Customer focused. Organised, flexible and adaptable	Supportive team player
Other	PVG check for relevant age group, children and or adults with additional support needs.	

Safer Recruitment Checks
As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.
<ul style="list-style-type: none">Asylum and Immigration right to work in the UK
<ul style="list-style-type: none">Reference check: external candidates require 2 references, one of which must be your from present or most recent employer: Internal candidates require 1 reference from current line manager.
<ul style="list-style-type: none">Candidate Disclosure Check, where applicable

Behaviour Framework
The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:
Own It – what can you do
<ul style="list-style-type: none"> • Are motivated to deliver the best possible services possible. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad.
Be a great team - what can you do
<ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively and respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. • Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.
Do the right thing – what can you do
<ul style="list-style-type: none"> • Display a positive attitude. • Are enthusiastic in your approach to tasks. • Lead by example through sharing your knowledge and skills with others. • Provide support to your colleagues and team. • Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.
Be Positive - what you can do
<ul style="list-style-type: none"> • Are punctual and friendly and demonstrate a positive professional attitude. • Take pride in your own work and that of your team members. • Understand who your customers are and why they matter. • Are willing to go the extra mile for our customer and act upon their feedback. • Are hospitable and make customers feel good. • Are willing to go the extra mile for our customer. • Put the customer first in all that you do.