

Job Specification

Service:	Care and Learning	Section:	Education
Job Title:	Gaelic Language Tutor		
Grade and Salary:	HC0735 (£14.18 per hour 2017/18)		
Location	Various within the Highland Council area		
Hours	As and when required		
Responsible to:	Community Learning and Development Officer (Gaelic)		
Job Purpose:	To deliver a programme of Gaelic Adult/Youth/Community learning activities either formally or informally within the local community or relevant setting. The work is to be carried out in accordance with Highland Council policies, guidelines and codes of practice.		
Key Duties and Responsibilities:	<ul style="list-style-type: none">• Deliver the course and assist, support and encourage participants as appropriate.• Prepare and plan the session in advance.• Keep attendance records and all relevant paperwork.• Report regularly to CLD Officer on progress and class/group development.• Monitor learner/participant's progress.• To be aware of and implement club/group THC policies.• To attend meetings or training courses as required.• Submit monthly time sheets for payment of wages.• Undertake other tasks relevant to the job as requested by the CLDO		
Other Duties:	You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.		
Special Conditions:	This post may be subject to a PVG check.		
Date:	04 August 2017		

The Highland Council

Person Specification

Service: Care and Learning

Job Title: Gaelic Language Tutor

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**
Previous experience of working with adults/children.
The minimum acceptable levels for safe and effective job performance
2. **EDUCATION AND QUALIFICATIONS**
Good general level of education
Fluent in speaking the Gaelic language
3. **SKILLS/ATTRIBUTES GENERAL –**
Ability to work on own initiative.
Be positive, flexible, patient, reliable and consistent
4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**
Ability to respect confidentiality
Good communicator
Ability to respond calmly and efficiently in emergency
5. **INTERPERSONAL AND SOCIAL SKILLS –**
Ability to relate easily to adults and children