
APPLICATION PACK

EDUCATION DEPARTMENT

GAELIC TUTOR (CASUAL)

ERN01891

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This Application Pack should contain all the information you require to complete your application.

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EDUCATION DEPARTMENT

POST:	Gaelic Tutor (Casual)
REF:	ERN01891
GRADE:	Grade 8
HOURLY RATE:	£13.19 per hour
HOURS:	As and when required
LOCATION:	Various Locations throughout East Renfrewshire

To deliver community based Gaelic Learning to groups of adults, creating appropriate learning sessions in Gaelic so that learners progress in their writing, speaking and reading of Gaelic.

A commitment to the promotion of the language and an ability to plan, evaluate and deliver effective learning are key as well as an ability to work in a team.

This post is subject to a Basic Disclosure Check.

Closing date for applications: midnight on Sunday 9 December 2018

Shortleat date: 13 December 2018

Interview date: 8 January 2019

If you would like an informal discussion about the post, please contact Jennifer Nicol, Senior Adult Learning Manager, on 0141 577 3536.

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

JOB DESCRIPTION



- Department: Education
- Division/Section: Adult and Family Learning
- Job Title: Gaelic Tutor
- Responsible to: Community Learning & Development Worker
- Date Revised: July 2012
- Principal Functions: To deliver community based Gaelic Learning programmes to adults aged 16 and over in East Renfrewshire
- Main Duties:
- To develop, support and provide Gaelic learning opportunities for adults.
 - To encourage and promote progression of learners within the adult learning classes.
 - To keep records of attendance and progression, with updates as requested.
 - To identify and encourage appropriate progression pathways for learners as appropriate.
 - To undertake quality assurance and self-evaluation in line with the 'How Good is the learning and development in our community?'
 - To attend tutor meetings and training as required both locally and at a national level.
 - To undertake any other appropriate duties as required by line manager either directly or on behalf of.

PERSON SPECIFICATION

POST OF: Casual Gaelic Tutor GRADE: 8	SERVICE: Adult Learning Services DEPARTMENT: Education		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS Gaelic Higher or equivalent	√		Verification of qualifications
RELEVANT WORK/ OTHER EXPERIENCE Experience of delivering Community Gaelic learning programmes with adults Experience of working with groups Experience in evaluating programmes	√ √ √		Application Form and Interview
SKILLS AND ABILITIES Good ICT Skills Able to speak , read and write Gaelic to a high standard Excellent administration and organisational skills. Knowledge of range of evaluation tools to use with learners	√ √	√ √	Interview/ Application Form/ Assessment
PERSONAL QUALITIES Commitment to Gaelic language Good interpersonal skills. Good team player with ability to work on own initiative. A professional approach encompassing integrity, commitment and confidentiality.	√ √ √ √		Interview
ADDITIONAL JOB REQUIREMENTS Driving licence Able to work irregular hours	√	√	Application Form and Interview