

PERSON SPECIFICATION

Job Title	Digital Skills Tutor (Sessional)	
Department	NOAH Training and Development	
Purpose	The Digital Skills Tutor will deliver engaging and accessible community learning programmes that help adults develop digital confidence, improve financial resilience and build the skills needed for everyday life, learning and work. The postholder will create a supportive and inclusive learning environment that encourages learners to develop their confidence, independence and digital capability.	
Qualifications	Teaching qualification (Level 3 Award in Education & Training, PTLLS or equivalent) or significant adult teaching experience. IT	Essential
Experience	- Experience delivering digital skills training to adults. - Experience delivering community-based learning. - Experience supporting learners with different abilities and confidence levels. - Experience teaching Microsoft Office, including Excel. - Experience teaching workplace digital skills, digital inclusion, online safety or AI-related topics.	Essential Essential Essential Essential Desirable
Skills, Knowledge and Ability	- Ability to engage and motivate adult learners. - Strong communication and interpersonal skills. - Good knowledge of digital technology and online services.	Essential Essential Essential

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	• Ability to adapt teaching to meet individual learner needs. • Ability to create a positive and inclusive learning environment. • Basic administration and record-keeping skills. • Understanding of barriers faced by disadvantaged or excluded learners.	Essential Essential Essential Essential
Values and ethos	• Demonstrate an understanding and respect for NOAH's values of Care, Compassion and Commitment.	Essential
	• Demonstrate an ability to support people without judgement and treat everyone fairly and equally.	Essential
	• Committed to helping learners build confidence, independence and opportunity. • Flexible approach to sessional delivery and community-based learning.	Essential Essential