



# Competitive pay

Part-time, hours to be agreed

Freelance, Immediate Start

PATH Yorkshire is a regional organisation providing training, education, and technical skills development opportunities to individuals ages 16 and above.

We are seeking for 5 DIGITAL FOR WORK COURSE COACHES to join our busy and dynamic learning team, based in Leeds. Coaches will teach one of more of the following short courses:

- Cyber Security
- Programming
- Coding
- Mobile Apps Development
- Graphic Design for Marketing - Canva
- Digital Skills for Work - MS Word, Forms, Excel, Power Point, Outlook, Share Point, Google Doc

## Key Tasks and Responsibilities

1. Planning, preparing, and delivering lessons, workshops, and tutorials that align with the curriculum requirements and individual learner needs.
2. Assessing learners' digital skills, identifying areas for improvement, and providing tailored support and feedback.

3. Establishing and maintaining a supportive and inclusive learning environment that encourages participation, motivation, and confidence.
4. Maintaining accurate records of learner attendance, progress, and assessment outcomes, while adhering to relevant regulations and policies.
5. Integrating practical digital and employability skills into lessons to help learners transition into work or further study.
6. Helping learners develop essential digital skills for the workplace, such as using spreadsheets, creating presentations, or understanding cybersecurity principles.
7. Regular reporting of course and learners' progress to Line Manager.
8. Other responsibilities which may be assigned by the Line Manager.

#### **Essential Requirements**

<b>Criteria</b>	<b>Essential Requirements</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	University degree in UK or abroad.	CV/Cover Letter, Interview
<b>Experience</b>	Work experience in Digital/ICT/IT with thorough understanding of digital skills required for work.  Teaching experience with the ability to convey complex technical information effectively to learners from diverse backgrounds and different skills level.	CV/Cover Letter, Interview
<b>Knowledge</b>	Awareness of current and emerging trends in the technology and digital industry, ensuring learners are prepared for the job market.  Excellent knowledge of digital tech, software applications, programming languages and tools relevant to courses.	CV/Cover Letter, Interview
<b>Skills</b>	Good command of English.  The ability to explain complex concepts clearly and concisely, adapt communication style to different learners, and build rapport with individuals from diverse backgrounds.  The ability to manage time effectively, prioritise tasks, and maintain accurate records.	CV/Cover Letter, Interview

	<p>The ability to adjust teaching methods and materials to meet the diverse needs of learners and respond to changing technological landscapes.</p> <p>A solid understanding of various digital technologies and the ability to use them effectively.</p>	
<b>Behaviour and Attitude</b>	<p>Self-motivated, able to work proactively and problem solve.</p> <p>Willingness to work with learners of varying skill levels and backgrounds, providing support and encouragement.</p> <p>Willingness to stay up-to-date with new technologies and teaching methodologies.</p>	CV/Cover Letter, Interview

**To apply:** Email your CV with Cover Letter to: [info@pathyorkshire.co.uk](mailto:info@pathyorkshire.co.uk)  
**CLOSING: End of July 2025**