Person Specification

**Outreach & Development Tutor**

**(Full-Time Position)**

**Salary:** £22,000-27,000

**Work Hours:** 9am to 5pm (with an expectation that out of hours are worked when necessary to achieve objectives)

**Location:** Cornerstone House, 14 Willis Road, Croydon CR0 2XX

**Reporting to**: Project Manager

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|  | **ESSENTIAL** | **DESIRABLE** |
| **RELEVANT EXPERIENCE** | 1. To have a minimum of 1 years’ experience in a secondary school, further education or alternative provision, and have firm evidence of successful teaching outcomes (NQTs are very welcome to apply and will be treated fairly and favourably)
2. A minimum of 2 years experience working with vulnerable groups of people, including young people, which includes regular mentoring and IAG sessions
3. To have substantial experience of mentoring in various environments, including working with mentoring-based paperwork, and personal development plans
4. To have experience of building successful relationships and communication links with key stakeholders
5. An ability to work under pressure and determination to succeed
6. To have knowledge of strategies to promote good pupil relationships and high attainment in an inclusive environment
 | 1. To be experienced and talented working with challenging young people and adults from a variety of backgrounds using mentoring as an approach, and to have a track record of success in engaging this client group to achieve positive destinations
2. To have experience of working in alternative provisions or hard-to-reach students/NEET students
3. To have experience of developing staff around through CPD
4. To have experience of leading development within a team
5. To have experience of developing partnerships with other organisations
6. To have worked as part of a team that has been through a successful Ofsted inspection
7. Experience of innovative strategies to enhance teaching and learning
8. An ability to be versatile
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| **SKILLS AND KNOWLEDGE** | 1. Excellent written and verbal communication skills.
2. To have an ability to communicate with young people openly and without judgement.
3. To have a strong ability to plan, prepare, and run employability workshops etc. as well as accredited courses
4. To be IAG-qualified and be proficient at mentoring people of various ages and needs
5. To have a strong versatile nature to be able to step in and teach various subjects as and when necessary
6. A minimum of a Level 2 qualification/Grade C in English Language & Mathematics
7. To have an ability to use and promote a wide range of teaching methodologies
8. A strong ability to work as a leader and as a team player concurrently
9. IT skills necessary to undertake all administrative and reporting requirements.
10. An ability to manage workload to meet a range of conflicting deadlines.
11. Practical problem-solving skills and an ability to suggest options and alternatives.
12. To have a knowledge of safeguarding procedures
 | 1. To have SEN/SEND training
2. An up-to-date knowledge of relevant legislation
3. To have an ability to appropriately involve young people in decision making
4. To have an ability to teach out of subject specialism
5. A recognised teaching qualification, preferably PGCE-qualified with QTS
6. To have a good degree in the relevant area of application
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| **DISPOSITION** | 1. An interest in the needs and concerns of young people with internal and external barriers to success
2. To positively engage with young people
3. To be tolerant and respectful of individual differences
4. To have a strong commitment to promoting The Write Time’s approach to equality and diversity in all work undertaken
5. A motivation to work with children and young people
6. Sensitivity to people of different educational, economic, or cultural backgrounds
7. To be someone who prides themselves on working well in pressurised environments, being honest and open, dynamism, efficiency, and pro-activeness
8. To have the ability to form and maintain appropriate relationships and personal boundaries with children and young people
9. To have a positive attitude to the use of authority and maintaining discipline
10. A strong commitment to the values and ethos of The Write Time
11. To be patient and flexible
12. To be encouraging, of a positive mind-set, supportive and a willing listener
13. To have an ability to take constructive feedback to improve the mentoring relationship
14. To be dynamic, creative, energetic and willing to communicate ideas
15. A passion for teaching and frequently going above and beyond the call of duty to best support the people that The Write Time work with
 | 1. A sense of humour and a positive outlook on life
2. An ability to work under sustained pressure and a determination to succeed
3. To have a commitment to the value and promotion of vocational and work-related learning
4. To have substantial stamina and be in good health
5. To have a calm demeanour
6. To have a flexible approach to teaching and a willingness to learn
7. To have an even handed approach in all matters
8. To have a commitment to the value and promotion of vocational and work-related learning
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