



Job Title:	House Tutor
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Thorpe Underwood Estate is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<p><i>The professional, technical or academic qualifications that the applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Good general level of education to include: GCSE, or equivalent, English and Maths</li> </ul>	<p><i>The professional, technical or academic qualifications that the applicant <b>would ideally have</b> to undertake the role or the training that they <b>should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Honours Degree</li> <li>• BSA Qualification</li> <li>• First Aid Qualification</li> </ul>	Contents of Application Form Production of Certificates at Interview
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>predict</b> success in the role.</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a boarding house within an educational setting</li> <li>• Experience of working with young people up to the age of 18</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role.</i></p>	Contents of Application Form Interview References
Skills	<p><i>The skills <b>required</b> to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Outlook, Powerpoint and Excel</li> <li>• Able to carry out</li> </ul>	<p><i>The skills that would <b>enable</b> the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Valid UK Driving Licence, including minibus driving entitlement</li> </ul>	Contents of Application Form Interview References Admin Task



	<p>instructions safely and carefully</p> <ul style="list-style-type: none"> <li>• Able to communicate in a professional manner and effectively with other staff, pupils</li> <li>• Able to work with initiative and without direct supervision when required</li> </ul>		
Knowledge	<p><i>The knowledge <b>required</b> by the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Knowledge of Child Protection/Safeguarding</li> </ul>	<p><i>The knowledge that would <b>enable</b> the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Knowledge of the National Minimum Standards would be an advantage</li> <li>• Knowledge of Special Educational Needs</li> </ul>	<p>Contents of Application Form Interview References</p>
Personal competencies and qualities	<p><i>The personal qualities that the applicant <b>requires</b> to perform effectively in the role and to ensure that the applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Close attention to detail</li> <li>• Honest</li> <li>• Hardworking</li> <li>• Trustworthy</li> <li>• Flexible</li> <li>• Friendly</li> <li>• Co-operative attitude</li> <li>• Sympathetic</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• A sense of humour</li> </ul>	<p>Contents of Application Form Interview References</p>