**Vocational Progress Tutor - Business**

**Person Specification**

| **Specification** | **Essential** | **Desirable** |
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| Education/training | A degree in the subject area of application or a related degree |  |
| Relevant experience/knowledge | * A minimum of one year’s work experience * Previous experience of using administrative   systems.   * Previous experience of working collaboratively with others * Knowledge of 11-19 Education | * Previous experience of working with young people in an educational or advisory role, including the planning of activities * Awareness of current issues and opportunities for young people |
| Skills/aptitudes | * Able to review individuals’ progress, make sound judgements and respond appropriately * Be sympathetic and approachable * Personal qualities of empathy and sincerity * Able to motivate people to aspire to and   achieve high standards and challenging goals   * Able to challenge constructively * Able to deal effectively with an issue or a problem * Able to agree and monitor appropriate targets * Able to plan and prioritise work effectively and meet deadlines * Able to present information to individuals and groups * Excellent organisational skills and attention to detail * Good working knowledge of IT systems for example Word and Excel * A commitment to team working * Ability to work flexibly and effectively * Excellent written and oral communication skills, including literacy and proof reading * Commitment to equality of opportunity,   safeguarding and valuing the individual | * Previous experience of coaching and mentoring skills * Appropriate knowledge and skills related to the vocational area of application * Familiarity with the ways in which BTEC courses are assessed * Familiarity with target setting systems to motivate and retain students * Experience of assessing and moderating coursework |
| Other requirements | * A commitment to undertake additional training and professional learning |  |