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St John Rigby College

Gathurst Road, Orrell, Wigan WN5 0LJ

**PERSON SPECIFICATION - Progress Tutor**

The Person Specification details the skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as ‘Essential’ and ‘Desirable’ and your application form should demonstrate how you meet these criteria and possess the key skills relevant to the job.

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | | |  |
| Minimum Level 2 qualifications in literacy and numeracy (e.g. GCSE English and Maths at grade A\*-C) or able to demonstrate equivalent level or ability  Relevant Level 3 qualifications | ✓  ✓ |  | Application |
| Educated to degree level or equivalent | ✓ |  | Application |
| Teaching qualification |  | ✓ | Application |
| Careers information, advice and guidance qualification |  | ✓ | Application  Interview |

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **Training, Experience and Knowledge** | | |  |
| Previous experience of working with young people in the 16-19 age groups demonstrating an ability to relate to and empathise with young people. | ✓ |  | Application Interview References |
| Awareness of safeguarding issues relating to young people. | ✓ |  | Application Interview References |
| Experience of dealing with safeguarding issues relating to young people |  | ✓ | Application Interview References |
| Experience of monitoring targets with others and taking appropriate action when targets are not being met. |  | ✓ | Application Interview References |
| Experience of analysing and using data (for example reviewing student attendance or progress data) |  | ✓ | Application Interview References |
| The ability to deal confidently and sensitively with a wide range of people including teaching and support staff and parents/carers and other agencies | ✓ |  | Application Interview References |
| Excellent administrative and organisational skills, including the ability to manage own time and prioritise work to meet demanding deadlines. | ✓ |  | Application Interview References |
| Ability to respond flexibly and creatively to new challenges and opportunities. | ✓ |  | Application Interview References |

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| Criteria | Essential | Desirable | **Method of Assessment** |
| **Personal skills, qualities and attitudes** | | |  |
| Display emotional self-awareness and self control | ✓ |  | Interview |
| Demonstrate commitment to the College Mission, equal opportunities, customer care and quality assurance | ✓ |  | Application  Interview |
| Display empathy, be positive and friendly | ✓ |  | Interview |
| Possess high standards and be conscientious | ✓ |  | Application  Interview |
| Display energy and enthusiasm | ✓ |  | Interview |
| Display trustworthiness and the ability to build bonds | ✓ |  | References |
| Possess excellent written and verbal communication skills | ✓ |  | Application Interview References |
| Be a team player and a team builder | ✓ |  | Application References |
| Demonstrate a commitment to the process of continuous review and improvement | ✓ |  | Application  Interview |

**Date: March 2019**