

PERSON SPECIFICATION – Progress Tutor

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/Tasks
What educational background is required? e.g. GCSE/degree level etc	<ul style="list-style-type: none"> Level 3 qualification or above English and Maths GCSE (at C or above) Level 4 or higher qualification 	✓ ✓	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? eg similar experience or responsibilities in FE/school	<ul style="list-style-type: none"> Experience of working with and supporting young people in a school or Post-16 environment 		✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the job require specialist knowledge or skills? eg legislation, policy-making, supervisory experience, clerical skills	<ul style="list-style-type: none"> Ability to motivate students Ability to form and maintain appropriate relationships and personal boundaries with children and young people Ability and willingness to promote student progress through 1:1 and group sessions An appreciation of how college students learn and the ability to support the development of effective study skills Ability to present information effectively to groups and individuals Ability to establish effective working relationships with staff at all levels across the College and with outside agencies Flexibility and a capacity to work under pressure and to meet deadlines and achieve goals successfully The ability to use information and communication technology in tutoring and supporting students and communicating with other areas of the College 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What personal qualities are required? Eg enthusiasm, initiative, team working skills	<ul style="list-style-type: none"> Enthusiasm for working with and supporting young people to achieve their full potential Commitment to the success of the College and all of its learners Commitment to professional reflection and development Commitment to quality of service and the ability to ensure that systematic quality improvement procedures are built and implemented Caring for the needs of the individual within a learning context Creativity and energy for developing high quality pastoral programme at the College Prepared to listen and invite others' views and to build consensus 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Are there any unusual job requirements? Eg evening/weekend duties, Governor liaison	Evening attendance at Open Evenings, Parent Consultations and student interviews when required.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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