

## Person Specification

**Job Title:** Tutor/Assessor Early Years  
(Apprenticeships & Work Placed Learning)

**Department:** Teaching, Learning and Skills Academy

### Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential √	Desirable √
<b>Skills and Abilities</b>		
1. Excellent organisational skills	√	
2. Excellent communication skills	√	
3. Flexibility	√	
4. Organised and efficient	√	
5. IT Competent	√	
<b>Experience</b>		
1. Professional experience in related area	√	
2. Experience of teaching in FE		√
3. Assessment in the workplace		√
4. Experience of teaching maths to a range of learners in different environments.	√	

<b>Education / Qualification</b>		
1. Qualified to degree level or equivalent and/or a professional qualification at Level 3 or above.	√	
2. Level 3 teaching qualification or prepared to work towards	√	
3. Must hold English qualification equivalent to GCSE C or above or 4+ / CSE Level 1 / O-Level C or above / Adult Numeracy or Literacy = Level 2.	√	
<b>Special Knowledge</b>		
1. Extensive knowledge of related specialism	√	
2. Extensive knowledge of good practice in this area	√	
<b>Other</b>		
1. Knowledge and understanding of funding sources.		√
2. Curriculum development knowledge and understanding.	√	
3. Ability to travel to appointments/events	√	
4. Ability to operate outside normal working hours	√	
5. IT Competent	√	
6. An understanding of the requirements of safeguarding and promoting the welfare of children.	√	