PERSON SPECIFICATION

JOB TITLE: Personal Tutor

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 √
Skills and Abilities		
1. Ability to relate and empathise with students in need of support and to develop trusting and respectful relationships with them	√	
2. Ability to present and deliver well planned tutorial sessions so that students are actively engaged and learning goals are achieved	√	
3. Efficient administrator: meets deadlines, completes jobs, and works without close supervision	√	
4. Good communicator and team worker	√	
5. Possess effective and relevant IT skills appropriate to the post	√	
6. Ability to respond and appropriately manage difficult situations and behaviours	√	
7. Ability to contribute to the assessment monitoring and review of student progress	√	
Experience		
1. Working with or supporting young people		√
2. Tutoring students		√
3. Experience of using positive strategies to overcome barriers to learning		√
4. Previous experience of working within an educational setting		√
Education / Qualification		
1. Must hold both English and Maths qualification equivalent to GCSE C or above or 4+ / CSE Level 1 / O-Level C or above / Adult Numeracy or Literacy = Level 2	√	
2. Degree or equivalent		√
3. Qualification or training relevant to the role.		√
4. A relevant Level 3 qualification	√	

Other		
1. Good skills of listening, questioning, negotiation and reflection	√	
2. Have good communication skills	√	
3. Have good organisational skills.	√	
4. Candidates will take responsibility for safeguarding and promoting the welfare of students and will therefore be suitable to work with students.	√	