



## Person Specification

**Post Title:** Academic Tutor

**Salary:** Scale 3/4

**Line Manager:** Assistant Headteacher

Essential and Desirable Qualities		Evidence Source				Essential (All criteria must be met for shortlisting)	Desirable (The shortlisted candidate with the greatest number of these attributes will be offered the position)
		Application Form	Letter of Application	References	Interview		
Personal Qualities	Can sustain an image of high confidence and professionalism throughout a day of stressful situations				✓	•	
	Confidence to work independently but seek support as necessary				✓	•	
	A reflective person, able to identify the relevant personal qualities they have that would lend itself to the demands of the position				✓	•	
	Is able to give examples of situations where they have displayed a caring, supportive, empathic and nurturing approach to supporting young people				✓	•	
	Communicates a clear enthusiasm for the post				✓	•	
Qualifications	Grades A*-C in both English and Maths GCSE (or equivalent)	✓				•	
	A (or Predicted A) in A Level in the specialist subject	✓				•	
	Degree or equivalent in relevant subject area	✓					•

<b>Skills</b>	Ability to produce written communications using correct spelling and grammar.		✓			•	
	Ability to communicate verbally in a clear, concise manner, to children and adults			✓	✓	•	
	Ability to understand and explain tasks to students and support them to successfully complete it as independently as possible			✓		•	
<b>Experience</b>	Experience of quickly understanding and implementing information	✓	✓				•
	Experience working with students	✓	✓		✓		•
<b>Knowledge and Understanding</b>	Some knowledge of the factors that may make learning difficult for some students		✓		✓		•
	Knowledge of specifications and the structure and assessment for GCSE and A Levels				✓		•
<b>Other</b>	Willingness to participate in relevant training and development				✓	•	
	Has not engaged in any criminal activity that may bring into question their ability to safeguard children or young people			✓		•	

July 2021