## Person Specification – Post 16 Tutor (Maths)

# Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

# Essential

|  |  |
| --- | --- |
|  | Trade experience and qualifications to at least Level 2 standard in maths as outlined in Job Description |
|  | Able to establish positive relationships with young people, external agencies (including employers) and colleagues |
|  | Successful track record of developing links with employers that result in work placement opportunities for learners |
|  | Experience in setting up, delivering and co-ordinating learning programmes for Post 16 Learners. |
|  | Where not already qualified to demonstrate willingness and ability to undertake post-compulsory teacher training to Level 5 diploma standard |
|  | Effective oral and written communication skills |
|  | Effective organisational skills |
|  | Ability to maintain paper or electronic information systems |
|  | Enthusiasm for and commitment to working with and supporting young people |
|  | Able to work under pressure, to deadlines and under own initiative |

# Desirable

|  |  |
| --- | --- |
|  | Post-compulsory teaching qualification at Level 5 diploma standard or equivalent (DTLLS, PGCE (PCET), Cert Ed. etc.) |
|  | Level 3 qualification in maths as outlined in job description |
|  | To be a qualified assessor |
|  | Experience and proven track record of generating employer placements for learners (including evidence of existing contacts in industry) |
|  | Ability to drive (full driving licence) and use of car |

# Part B: Assessment Stage

Items 2, 3, 4 and 7 of the application stage criteria and the criteria below will be further explored at the assessment stage:

# Essential

|  |  |
| --- | --- |
| 1 | Tenacity |
| 2 | Proven skills in safe decision-making and problem solving |
| 3 | Ability to remain calm and in control under pressure |
| 4 | Sense of humour |
| 6 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:   * + - motivation to work with children and young people     - ability to form and maintain appropriate relationships and personal boundaries with children and young people     - emotional resilience in working with challenging behaviours     - attitude to use of authority and maintaining discipline. |
| 7 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

# Desirable

|  |  |
| --- | --- |
| 8 | Ability to plan and write schemes of work |
| 9 | Ability/willingness to contribute to delivery in other subject areas |
| 10 | Ability/willingness to contribute to student enrichment activities |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** |  | **Method** |  |
| Interview | Yes | Presentation | No |
| Lesson Observation | Yes | Structured discussion with pupils | Yes |
| Other (specify) | Yes/No | Other (specify) | Yes/No |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Barring List check and/or POCA List (residential establishments only) check |
| 3 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |