

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	- Level 3 qualification or above - English and Maths GCSE (at C or above) - Level 4 or higher qualification	✓ ✓	✓	☒	☐	☐
Is previous job experience necessary? How many years? In what type of role? eg similar experience or responsibilities in FE/school	Experience of working with and supporting young people in a school or Post-16 environment		✓	☒	☐	☐
Does the job require specialist knowledge or skills? eg legislation, policy-making, supervisory experience, clerical skills	- 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	✓ ✓ ✓ ✓ ✓ ✓	✓	☒	☒	☒
What personal qualities are required? Eg enthusiasm, initiative, team working skills	- 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	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	☒	☒	☒

Are there any unusual job requirements? Eg evening/weekend duties, Governor liaison	Evening attendance at Open Evenings, Parent Consultations and student interviews when required.			☐	☐	☐
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