

## Person Specification Personal Development Tutor

Feature Sought	Essential Requirement	✓	Desirable Requirement	✓	Assessment Method
<b>Qualifications</b>	Undergraduate degree		Teaching qualification		Certificates
<b>Knowledge &amp; Experience</b>	<p>Experience of working with secondary age students in one of the following fields</p> <ul style="list-style-type: none"> <li>• Careers and guidance</li> <li>• Mentoring/coaching</li> <li>• Teaching</li> <li>• Learning Support</li> <li>• School/College based student support</li> </ul> <p>Knowledge and understanding of 16-19 study programmes at level 3, including A Levels and BTEC</p> <p>Clear awareness of factors which might impact on student attendance and achievement</p> <p>Awareness of effective safeguarding practice</p> <p>A strong commitment to ensuring the promotion of equality, diversity and inclusion in all aspects of work</p>		<p>Sixth Form Teaching/ Tutoring experience</p> <p>Knowledge and experience of using strategies to support student motivation and wellbeing issues</p> <p>Experience of progression planning with 16-19 year olds including UCAS, employment and apprenticeships</p> <p>Experience of writing UCAS and employment references</p>		<p>Application</p> <p>Questioning</p> <p>References</p>
<b>Skills and Abilities</b>	<p>Ability to deliver effective group sessions in a classroom environment to ensure high levels of student engagement</p> <p>Ability to establish effective rapport and appropriate boundaries with students</p> <p>Ability to sign-post students effectively to specialist support</p> <p>Excellent organisational skills with the ability to meet deadlines</p> <p>Ability to manage competing demands and prioritise interventions</p>		<p>Sound judgment with the ability to balance the need to work on own initiative and to seek advice from senior colleagues where appropriate</p> <p>Experience of using data to inform effective student intervention</p> <p>Experience of maintaining student records</p>		<p>Application</p> <p>Questioning</p> <p>Observation</p> <p>References</p>

	<p>Ability to use IT systems to a good standard</p> <p>Ability to liaise professionally with parents/carers</p> <p>Excellent verbal and written communication skills</p>				
<b>Personal Qualities</b>	<p>A positive 'can-do' attitude and a supportive team member</p> <p>Reliable and conscientious</p> <p>Tact and diplomacy</p> <p>Resilient with the ability to deal with emotionally demanding work</p> <p>Ability to manage own time and resources effectively</p>		<p>Ability to cope with change and ambiguity</p> <p>Flexible</p>		<p>Questioning</p> <p>Previous work and scenarios</p>
<b>Motivation &amp; Expectations</b>	<p>A strong commitment to safeguarding and promoting the welfare of children and young people</p>		<p>Ambitious for students</p>		<p>Questioning and references</p>
<b>Overall Appearance</b>	<p>Professional</p>				<p>Visual and questioning</p>
<b>Special considerations</b>					