

Person specification form

Job Title: **Adult Education Tutor**

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Relevant subject expertise and skill. Willingness to undertake relevant training if required.	Teaching qualification or working towards. Relevant qualification or degree in subject specialism.	Certificates
Experience	Subject related experience.	Previous teaching experience. Previous experience in relevant profession	Questioning and references
Knowledge & skills	Effective tutoring and delivery skills. Administration skills - well organised, able to prioritise, methodical. Excellent communication skills in dealing with staff, and students. Proficient IT skills for sharing resources.	Intranet experience	Certificates Questioning and test
Personal Qualities	Confident. Approachable. Engaging.	Innovative Forward thinking Flexible	Questioning Previous work and also use scenarios
Motivation & Expectations	Student engagement and motivation. Planning and preparation.		Questioning and references
Special considerations			