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| ***Person specification –*** *Tutor* |
| **Attribute** | **Essential** | **Desirable** |
| **Experience** | Experience working with young people who have Special Educational Needs (SEN) and/or Disabilities (D)  | Previous experience working in an education environment and/or care environmentExperience working with multi-agenciesExperience of a work placement support |
| **Qualifications** | Teaching qualification or equivalent at minimum Level 4Good knowledge of written and spoken English and numeracy at Level 2 or equivalent | Teaching qualification or equivalent Level 5 |
| **Skills** | Able to communicate effectively verbally and in writing with a wide range of peopleAble to support students across a range of ability levelsAble to use information technology confidentlyAble to use own initiativeAble to work 1:1 with studentsAble to lead small group sessions in liaison with course tutorsAble to complete individual skills assessmentsAble to write professional reportsAble to work with organisational and contractual targets ensuring the needs of learners are metTo become an effective member of the staff team | Use databases to extract informationTask AnalysisSystematic InstructionWorkplace Health & Safety AssessmentsJobs checklistsExperience of completing Baseline Assessment processes and reporting |
| **Personality** | Positive role model for studentsRespectful and able to understand the needs of students and all stakeholdersComposed and calm when faced with challenging situationsTo demonstrate and promote the ethos of Employ My Ability to visitors, tourists and members of the public |  |
| **Motivation** | Can motivate students and other staff and contribute to effective team-workingInnovative and creative in all aspects of the role and responsive to changes required to improve and maintain quality services |  |
| **Personal Circumstances** | To undertake regular training as and when requiredTo attend a monthly after work team meetingTo occasionally be able to work flexible hours to meet the requirements of students and partners |  |
| **Other** | Commitment to Equality and DiversitySupport the ethos of Employ My Ability and be fit to work with vulnerable young peopleCurrent driving licence |  |