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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 environment  Experience working with multi-agencies  Experience of a work placement support |
| **Qualifications** | Teaching qualification or equivalent at minimum Level 4  Good 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 people  Able to support students across a range of ability levels  Able to use information technology confidently  Able to use own initiative  Able to work 1:1 with students  Able to lead small group sessions in liaison with course tutors  Able to complete individual skills assessments  Able to write professional reports  Able to work with organisational and contractual targets ensuring the needs of learners are met  To become an effective member of the staff team | Use databases to extract information  Task Analysis  Systematic Instruction  Workplace Health & Safety Assessments  Jobs checklists  Experience of completing Baseline Assessment processes and reporting |
| **Personality** | Positive role model for students  Respectful and able to understand the needs of students and all stakeholders  Composed and calm when faced with challenging situations  To 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-working  Innovative 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 required  To attend a monthly after work team meeting  To occasionally be able to work flexible hours to meet the requirements of students and partners |  |
| **Other** | Commitment to Equality and Diversity  Support the ethos of Employ My Ability and be fit to work with vulnerable young people  Current driving licence |  |