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| ***Person specification –*** *Tutor* | | |
| **Attribute** | **Essential** | **Desirable** |
| **Experience** | - Experience working with young people with Special Educational Needs (SEN) and/or Disabilities (SEND) | - Experience in an educational or care setting  - Experience collaborating with multi-agency teams  - Experience supporting work placements  - Experience teaching vocational skills/preparation for adulthood |
| **Qualifications** | - Minimum Level 4 teaching qualification  - Proficient in written and spoken English and numeracy at Level 2 or equivalent | - Level 5 or higher teaching qualification including Functional Skills delivery  - Relevant qualifications or experience in Learning Support or Job Coaching |
| **Skills** | - Strong verbal and written communication skills  - Ability to support learners with a wide range of abilities  - Confident use of digital tools and technology  - Able to work independently and take initiative  - Skilled in 1:1 student support  - Able to facilitate small group learning in collaboration with other course tutors  - Competent in conducting individual skills assessments  - Proficient in writing professional reports  - Goal-oriented with the ability to meet organisational and contractual targets  - Effective team contributor  - Able to extract and analyse information from databases  - Skilled in task analysis and systematic instruction  - Knowledge of Workplace Health & Safety assessments  - Experience creating job checklists  - Familiar with baseline assessment processes and associated reporting | Use databases to extract information  Task Analysis  Systematic Instruction  Workplace Health & Safety Assessments  Jobs checklists  Experience of completing Baseline Assessment processes and reporting |
| **Personality** | - A positive role model for students  - Demonstrates respect and empathy for students and stakeholders  - Maintains composure in challenging situations  - Champions and embodies the ethos of Employ My Ability when interacting with the public |  |
| **Motivation** | - Motivates and inspires students and colleagues  - Contributes actively to collaborative team environments  - Demonstrates creativity and adaptability in delivering high-quality services |  |
| **Personal Circumstances** | - Willingness to participate in ongoing training  - Availability to attend team meetings outside of regular working hours  - Flexible availability to accommodate the needs of students and partner organisations |  |
| **Other** | - Committed to equality, diversity, and inclusion  - Supports the values of Employ My Ability and is suitable to work with vulnerable young people  - Holds a current and valid driving licence | Current driving licence |