

Trainee Tutor Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in the care and/or education of children or transferable skills	1,2	Some experience of working with people with a range of special needs.	1,2
	Basic understanding of child development	1,2	Some experience of planning, monitoring and assessment of pupils' work.	1,2
			Some experience of working in an educational setting	1,2
			Other qualifications/knowledge to support school and SEND setting, First Aid, Picture Exchange Communication (PECS), positive behaviour management (Team Teach)	3
Skills/Abilities	Ability to safeguard and promote the welfare of children and young people	1,2	Basic information technology skills, e.g. word-processing, databases, spreadsheets.	1,2
	Able to contribute constructively to and work effectively as a member of a team.	1,2	Ambition and drive to progress within the school structure	1,2
	Able to work on own initiative with parents/carers/school staff within an agreed framework and set of objectives.	1,2	Interest in communication and/or sensory needs	1, 2
	Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc..	1,2		
	Able to contribute to the support of children in all areas of personal, social and educational development.	1,2		
	Able to keep accurate records.	1,2		
	Be enthusiastic, highly motivated and flexible	1,2		

Equality Issues	Able to recognise common forms of discrimination and to report this if detected.	1,2	Some understanding of the issues related to learners with SEND.	1,2
Specialist Knowledge	GCSE Maths and English (Grade 4 +) or equivalent essential.	1,3	Some knowledge of how pupils learn. Some knowledge of curriculum requirements.	1,2 1,2
Education and Training	Able to commit to relevant job training. . Willing to undertake other training and to apply this in the school. Ability to self-evaluate learning needs and actively seek learning opportunities	1,2 1,2 2,3		

(1 = Application Form 2 = Interview 3 = Proof of Qualification

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The Job-holder will ensure that all Step by Step policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (GDPR 2018).