



PERSON SPECIFICATION

POST	WORK BASED TUTOR		DEPT	EARLY YEARS, ACCESS & TEACHER EDUCATION
GRADE	WORK BASED TUTORS		REF No	061-19

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) CERTIFICATE (C) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
A relevant professional teaching/training qualification (CETP, PTLLS).	E	AF/C/I
Minimum Level 2 Maths and English (GCSE Level C/4).	E	AF/C/I
Relevant Level 3 qualification in Teaching Assistants, or other relevant Level 3 qualification	E	AF/C/I
TAQA Level 3 Assessor Qualification (D32, D33, or A1/A2).	E	AF/C/I
Level 2 Health & Safety in the Workplace or a willingness to work towards.	E	AF/C/I
Evidence of Continuous Professional Development.	E	AF/C/I
RELEVANT EXPERIENCE		
Experience of delivering Work Based Tutoring including embedding English and Maths into vocational delivery and planning.	E	AF/I
Experience of training and assessment of Teaching Assistant programmes.	E	AF/I
Significant experience of working with external contractors/Employers.	E	AF/I
Experience of carrying out reviews and assessments.	E	AF/I
Experience and working knowledge of current qualification standards.	E	AF/I
Experience of delivering Apprenticeships (traineeship/pre-apprenticeships) within an educational environment	D	AF/I
Experience of working as a Teaching Assistant/relevant practitioner	D	AF/I

RELEVANT KNOWLEDGE/ SKILLS & APTITUDES	CRITERIA	MEASURED BY
High level of IT literacy (on-line tracking, MS office).	E	AF/I
Able to work effectively under pressure and to strict deadlines.	E	AF/I
Able to use initiative, organise and prioritise.	E	AF/I
Able to communicate effectively at all levels both orally and in writing.	E	AF/I
Able to produce detailed and highly effective SOW and lesson plans.	E	AF/I
Able to work flexibly throughout the week/year by prior arrangement with line manager.	E	AF/I
Strong customer service and organisational skills.	E	AF/I
SPECIAL REQUIREMENTS		
Must be able to commute between College sites, employers and placements.	E	AF/I
The successful applicant will need to have a DBS check to work in the College environment.	E	AF
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.	E	AF/I
Must be willing to undertake appropriate training and development in order to meet the needs of the college.	E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.	E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	E	AF/I