



PERSON SPECIFICATION

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|--------------|-------------------------|--|---------------|--|
| POST | WORK BASED TUTOR | | DEPT | SKILLS TECHNICAL (ROOF, SLATING & TILING) |
| GRADE | WORK BASED TUTOR | | REF No | 020-20 |

| EDUCATION / TRAINING | CRITERIA ESSENTIAL (E) DESIRABLE (D) | MEASURED BY INTERVIEW (I) CERTIFICATE (C) APPLICATION FORM (AF) 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 |
| Qualification in Roof, Slating & Tiling to Level 3 or equivalent. | 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 |
| Experience using Smart Assessor or other similar systems | D | AF/C/I |
| IQA Assurance (D34/V1). | D | 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 Roofing Apprentices. | E | AF/I |
| Significant experience of working with external contractors/Employers. | E | AF/I |
| Current and relevant experience in Roofing to a high standard. | E | AF/I |
| Experience of carrying out reviews and assessments. | E | AF/I |
| Experience and working knowledge of current qualification standards. | D | AF/I |
| Experience of delivering Apprenticeships (traineeship / pre-apprenticeships) within an educational environment. | 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 |