



Person Specification

Job Title

Progression Tutor

Qualifications



Essential

- Teaching qualification Education and Training Level 4 or equivalent or willingness to work towards within an agreed timeframe
- English and maths level 2
- ICT level 2 qualification
- TAQA level 3

A/I

Desirable

- TAQA level 4 or willingness to work towards within an agreed timeframe

A/I

Key skills

Essential

- Excellent communication skills to support developing relationships with a range of audiences including individual learners, parent/carers, multi-disciplinary staff teams and others as relevant to learners needs
- Proven ability to stretch and challenge learners to achieve aspirations using a variety of teaching strategies including coaching and mentoring to support learning with greater independence from starting points
- Ability to challenge colleagues on performance that impacts on learner achievement
- Excellent organisation skills to support the effective and efficient management of a caseload of learners

A/I

Experience

Essential

- Experience of developing high quality individual learning programmes that plan to meet funded outcomes including health and wellbeing, employment and independence relevant to the individual learner
- Experience of providing purposeful learner focused tutorial support that ensures positive outcomes against planned including stretch and challenge
- Experience of providing a cohesive and well communicated approach to wrap around support, including parent/carers, employers and external agencies that support learners making good or better progress
- Experience of writing progress reports to an expected standard
- Experience of using data to monitor, communicate and stretch and challenge learner progress

A/I



Person Specification

Job Title

Progression Tutor

Desirable.

- Working with young people and adults to overcome barriers to learning

A/I

Knowledge

Essential

Portland College Ltd: Registered Charity No.214339; Company No. 408340. Patron: Her Majesty the Queen

- A sound knowledge and understanding of individualised study programmes, relevant frameworks e.g. Preparation for Adulthood, EIF and the EHCP and relevant funding requirements
- A sound knowledge of teaching pedagogy and appropriate strategies to support learners with learning difficulties reaching their potential
- Knowledge of building resilience to support health and well-being
- Knowledge of barriers to learning, seeking employment, developing independence and resilience and strategies to overcome barriers to ensure good or better progress is made

A/I

Desirable

- Understanding of how to help improve instructional techniques, enable better usage of tutor time and facilitate the widespread sharing of knowledge.

A/I

Other personal requirements

Essential

- Positive outlook and a 'can do' solution based approach to problem solving and driving forward improvements to ensure learner achievement
- Approachable and helpful to a variety of key stakeholders and in particular learners and citizens, parent/carers and employers
- Be able to manage a caseload of learners with mixed abilities and across routes and subject areas to maximise potential
- Forward thinking and decision making abilities to keep abreast of expectations on study programmes, funded outcomes and employment opportunities
- Drive and ambition to support learner achievement
- Strength of character to challenge underperformance or negative attitudes to learner progress

I

How we intend to assess your match with our person specification

A Application Form **C** Assessment Centre **I** Interview

Portland College Ltd: Registered Charity No.214339; Company No. 408340. Patron: Her Majesty the Queen