
	Person Specification	
Job Title	Progression Tutor	
<b>Qualifications</b>		✓
Essential		
<ul style="list-style-type: none"> <li>Teaching qualification Education and Training Level 4 or equivalent or willingness to work towards within an agreed timeframe</li> <li>English and maths level 2 or willingness to work towards in an agreed timeframe</li> </ul>		A
Desirable		
<ul style="list-style-type: none"> <li>TAQA level 4 or willingness to work towards within an agreed timeframe</li> <li>TAQA level 3 or willingness to work towards within an agreed timeframe</li> <li>IAGT qualification</li> </ul>		A
<b>Key skills</b>		
Essential		
<ul style="list-style-type: none"> <li>Appropriate communication skills to support developing relationships with a range of audiences including individual learners, parent/carers and other external agencies</li> <li>Ability to coach and lead learners in order to successfully achieve planned outcomes and adapt to individual needs</li> <li>Ability to challenge colleagues on performance that impacts on learner achievement</li> <li>Excellent organisation skills to support the management of a caseload of learners</li> </ul>		A/I
<b>Experience</b>		
Essential		
<ul style="list-style-type: none"> <li>Experience of developing individual learning programmes that plan to meet funded outcomes including employment and independence</li> <li>Experience of providing tutorial support that ensures positive outcomes</li> <li>Experience of communicating with a range of individuals that support learners making good or better progress</li> <li>Experience of stretching and challenging staff and learners to improve results</li> <li>Experience of writing progress reports</li> <li>Experience of using data to monitor learner progress</li> </ul>		A/I
Desirable.		
<ul style="list-style-type: none"> <li>Working with young people and adults to overcome barriers to learning</li> </ul>		A/I
<b>Knowledge</b>		
Essential		

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<ul style="list-style-type: none"> <li>• A sound knowledge and understanding of study programmes and EHCPs</li> <li>• A sound knowledge of appropriate strategies to support learners with learning difficulties reaching their potential</li> <li>• Knowledge of building resilience to support health and well-being</li> <li>• Knowledge of barriers to learning, seeking employment, developing independence and resilience</li> <li>• Knowledge of Preparation for Adulthood key themes</li> </ul>	A/I
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Understanding of how to help improve instructional techniques, enable better usage of tutor time and facilitate the widespread sharing of knowledge.</li> </ul>	A/I

<b>Other personal requirements</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Positive outlook and a 'can do' solution based approach to problem solving and driving forward improvements to ensure learner achievement</li> <li>• Approachable and helpful to a variety of key stakeholders and in particular learners and citizens, parent/carers and employers</li> <li>• Be able to manage a caseload of learners with mixed abilities and across routes and subject areas to maximise potential</li> <li>• Forward thinking and decision making abilities to keep abreast of expectations on study programmes, funded outcomes and employment opportunities</li> <li>• Drive and ambition to support learner achievement</li> <li>• Strength of character to challenge underperformance or negative attitudes to learner progress</li> </ul>	I

✓ **How we intend to assess your match with our person specification**

**A** Application Form

**C** Assessment Centre

**I** Interview