

## PERSON SPECIFICATION

**Post Title      Curriculum Tutor**

**Band 5 9-14**

### Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.
- The *How Identified* column shows how the Academy will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<p>Some experience of working with children in an educational setting (within specified age range/subject area) or experience of tutoring</p> <p>A Degree in the relevant curriculum area</p> <p>A levels or L3 equivalent</p> <p>5 or more GCSE or Level 2 qualification with English and Maths at Grade C GCSE or above</p> <p>Specialist subject knowledge curriculum/resources (e.g. History/Geography degree if deployed in Humanities ) if required by school.</p>	<b>Application Form/ Checking of Certificates</b>	<p>Training in special educational needs strategies.</p> <p>Willingness to undertake appointed person certificate in first aid administration.</p> <p>Relevant Level 3 qualification in Teaching Assistance.</p>	

<b>SKILLS AND KNOWLEDGE</b>	<p>Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</p> <p>Ability to work using initiative and good judgement so the minimal direction is required to effect the tutoring role</p> <p>Ability to build and maintain effective working relationships with all pupils and colleagues.</p> <p>Ability to promote a positive ethos and role model positive attributes.</p> <p>Ability to work with children at all levels regardless of specific individual need and learning styles.</p> <p>Ability to adapt own approach in accordance with pupil needs.</p> <p>Excellent personal numeracy and literacy skills.</p> <p>Ability to assimilate feedback and act on it</p>	<b>Application Form/Interview</b>		<b>Application Form/Interview</b>
-----------------------------	---	-----------------------------------	--	-----------------------------------

	<p>Understanding and working knowledge of principles of child development, learning styles and Independent learning.</p> <p>Understanding and working knowledge of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subjects areas etc.</p> <p>Understanding of inclusion, especially within a school setting.</p> <p>Experience of resource preparation to support learning programmes.</p> <p>Effective use of ICT to support learning.</p> <p>Ability to use digital technology</p>			
--	--	--	--	--

	<p>Must be able to demonstrate the following:-</p> <p>High expectations of all pupils: respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.</p> <p>Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</p> <p>Demonstrate and promote the positive value, attributes, attitudes and behaviour they expect from the pupils with whom they work.</p> <p>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</p> <p>Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.</p> <p>Able to improve own practice through observations, evaluation and discussion with colleagues.</p>			
--	--	--	--	--

<b>SPECIAL WORKING CONDITIONS</b>	<p>Ability to attend occasional meetings out of school hours.</p> <p><i>When required</i></p> <p>Assisting pupils in line with moving and handling guidelines when toileting/feeding/transferring pupils.</p> <p>Providing hygiene care to pupils.</p> <p>Lifting and carrying equipment as required.</p>	<b>Application Form/Interview</b>		