



St John Rigby College  
Gathurst Road, Orrell, Wigan WN5 0LJ

### PERSON SPECIFICATION - Progress Tutor

The Person Specification details the skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet these criteria and possess the key skills relevant to the job.

Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications</b>			
Minimum Level 2 qualifications in literacy and numeracy (e.g. GCSE English and Maths at grade A*-C) or able to demonstrate equivalent level or ability	✓		Application
Relevant Level 3 qualifications	✓		
Educated to degree level or equivalent	✓		Application
Teaching qualification		✓	Application
Careers information, advice and guidance qualification		✓	Application Interview

Criteria	Essential	Desirable	Method of Assessment
<b>Training, Experience and Knowledge</b>			
Previous experience of working with young people in the 16-19 age groups demonstrating an ability to relate to and empathise with young people.	✓		Application Interview References
Awareness of safeguarding issues relating to young people.	✓		Application Interview References
Experience of dealing with safeguarding issues relating to young people		✓	Application Interview References

Experience of monitoring targets with others and taking appropriate action when targets are not being met.		✓	Application Interview References
Experience of analysing and using data (for example reviewing student attendance or progress data)		✓	Application Interview References
The ability to deal confidently and sensitively with a wide range of people including teaching and support staff and parents/carers and other agencies	✓		Application Interview References
Excellent administrative and organisational skills, including the ability to manage own time and prioritise work to meet demanding deadlines.	✓		Application Interview References
Ability to respond flexibly and creatively to new challenges and opportunities.	✓		Application Interview References

Criteria	Essential	Desirable	Method of Assessment
<b>Personal skills, qualities and attitudes</b>			
Display emotional self-awareness and self control	✓		Interview
Demonstrate commitment to the College Mission, equal opportunities, customer care and quality assurance	✓		Application Interview
Display empathy, be positive and friendly	✓		Interview
Possess high standards and be conscientious	✓		Application Interview
Display energy and enthusiasm	✓		Interview
Display trustworthiness and the ability to build bonds	✓		References
Possess excellent written and verbal communication skills	✓		Application Interview References
Be a team player and a team builder	✓		Application References
Demonstrate a commitment to the process of continuous review and improvement	✓		Application Interview

**Date: June 2020**