|  |  |  |
| --- | --- | --- |
| **Person spec – IT tutor** | **Essential** | **Desirable** |
| Level 3 or equivalent in a relevant I.T qualification | √ |  |
| To have or be working towards a recognised teaching and/or assessing qualification | √ |  |
| Level 2 BSL |  | √ |
| Experience of SEND | √ |  |
| Level 2 in literacy and numeracy or equivalent (or be willing to work towards) | √ |  |
| Level 2 IT qualification and/or experience using a CRM system to record  and track activity |  | √ |
| Previous experience in an I.T tutor role, preferably in an  FE environment |  | √ |
| Confident communicator with the ability to build and maintain excellent working relationships with students who have communication difficulties. | √ |  |
| Ability to set achievable targets within the department | √ |  |
| Ability to work with managers and colleagues to design, develop and review programmes in the curriculum area | √ |  |
| Friendly, approachable and polite | √ |  |
| Effective presentation, organisational and administrative skills with accuracy and attention to detail | √ |  |
| Ability to prioritise, self-manage and cope with a demanding workload | √ |  |
| Reliable and excellent time keeping  Commitment to the promotion of equality and diversity and safeguarding  the health and wellbeing of young people and vulnerable adults | √ |  |
| Willingness to undertake on the job training and to attend relevant staff development programmes | √ |  |
| Able to work flexible hours when required for operational needs | √ |  |
| Clear enhanced DBS | √ |  |