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| **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 recordand track activity |  |  √ |
| Previous experience in an I.T tutor role, preferably in anFE 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 keepingCommitment to the promotion of equality and diversity and safeguardingthe 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 |  √ |  |