



PERSON SPECIFICATION

Graduate Tutor

	Essential criteria	Desirable criteria
Education and Qualifications	<ul style="list-style-type: none"> • A good Honours degree 	
Key Skills and Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills that pupils can understand and relate to. • Able to converse at ease with staff and pupils and provide advice in accurate spoken English. • Ability to establish positive relationships with pupils and empathise with their needs. • Ability to demonstrate active listening skills. • Lead small groups in specific areas such as literacy and numeracy. • Ability to consistently and effectively implement agreed behaviour management strategies. • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging pupils to stay on task. • Ability to offer constructive feedback to pupils to reinforce self-esteem. • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies eg Behaviour Management, Safeguarding, Child Protection, Health and Safety, Equal Opportunities etc. 	<ul style="list-style-type: none"> • Willing to support extra-curricular programme. • Ability to assist in the recording of lessons and assessment as required by the teacher. • Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. • Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.
Experience	<ul style="list-style-type: none"> • Experience of using Information Technology to support pupils in the classroom 	<ul style="list-style-type: none"> • Experience of working with young people.
Personal Attributes	<ul style="list-style-type: none"> • Willing to learn. • Willing to take on responsibility. • Adaptable. • A team player. • Friendly. • Likes young people. • Enthusiastic. 	

	<p>We have high expectations of our pupils and staff and as such we expect that all staff should be:</p> <ul style="list-style-type: none">• Role models• Hardworking, reliable and punctual.• Demonstrate honesty and integrity at all times.• Smart in appearance.• Supportive of the aims of the school.	
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