



Person Specification

Job Title

Progression Tutor

Qualifications



Essential

- Teaching qualification Education and Training Level 4 or equivalent or willingness to work towards within an agreed timeframe
- English and maths level 2
- ICT level 2 qualification
- TAQA level 3

A/I

Desirable

- TAQA level 4 or willingness to work towards within an agreed timeframe

A/I

Key skills

Essential

- Excellent communication skills to support developing relationships with a range of audiences including individual learners, parent/carers, multi-disciplinary staff teams and others as relevant to learners needs
- Proven ability to stretch and challenge learners to achieve aspirations using a variety of teaching strategies including coaching and mentoring to support learning with greater independence from starting points
- Ability to challenge colleagues on performance that impacts on learner achievement
- Excellent organisation skills to support the effective and efficient management of a caseload of learners

A/I

Experience

Essential

- Experience of developing high quality unique and innovative approaches to teaching learners with complex needs that plan to meet funded outcomes including health and wellbeing, employment and independence relevant to the individual learner
- Experience of providing purposeful learner focused tutorial support that ensures positive outcomes against planned including stretch and challenge
- Experience of providing a cohesive and well communicated approach to wrap around support, including parent/carers, employers and external agencies that support learners making good or better progress
- Experience of writing progress reports to an expected standard
- Experience of using data to monitor, communicate and stretch and challenge learner progress

A/I

Desirable.

- Working with young people and adults to overcome barriers to learning

A/I

Knowledge

Essential



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- A sound knowledge and understanding of individualised study programmes, relevant frameworks e.g. Preparation for Adulthood, EIF and the EHCP and relevant funding requirements
- A sound knowledge of teaching pedagogy and appropriate strategies to support learners with learning difficulties reaching their potential
- Knowledge of building resilience to support health and well-being
- Knowledge of barriers to learning, seeking employment, developing independence and resilience and strategies to overcome barriers to ensure good or better progress is made

A/I

Desirable

- Understanding of how to help improve instructional techniques, enable better usage of tutor time and facilitate the widespread sharing of knowledge.

A/I

Other personal requirements

Essential

- Positive outlook and a 'can do' solution based approach to problem solving and driving forward improvements to ensure learner achievement
- Approachable and helpful to a variety of key stakeholders and in particular learners and citizens, parent/carers and employers
- Be able to manage a caseload of learners with mixed abilities and across routes and subject areas to maximise potential
- Forward thinking and decision making abilities to keep abreast of expectations on study programmes, funded outcomes and employment opportunities
- Drive and ambition to support learner achievement
- Strength of character to challenge underperformance or negative attitudes to learner progress

I

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview

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