



Person Specification

Job Title

Transition Tutor

Qualifications



Essential

- Teaching qualification Education and Training Level 4 or equivalent
Level 2 English and Level 2 Maths

A/I

A/I

Desirable

- SEND related qualification or degree

A/I

A/I

Key skills

Essential

- Proven effective communication skills, verbal and written
- Able to process and collate accurate, legible and professional records.
- Strong ICT skills with Outlook, Word, Excel databases and Databridge

A/I

A/I

A/I

A/I

Desirable

- Full awareness of the SEND Code of Practice
- Knowledge and understanding of how Education Health and Care Plans are implemented in a SEND College

A/I

A/I

Experience

Essential

- Experience of initial assessment of needs and target setting against EHCP outcomes.
- Experience of liaising with stakeholders including external agencies and parents
- Experience of working as part of a multidisciplinary team and on own initiative
- Experience of working in a SEND provision

A/I

A/I

A/I

A/I

Knowledge

Essential

- A sound knowledge of appropriate strategies to support learners with learning difficulties reaching their potential
- Knowledge around working with young people who have complex support needs
- Knowledge of Person-Centred working.
- Understanding how to use a variety of support plans
- Matrix standards

A/I

A/I

Desirable

- An appreciation of the communication needs of people with disabilities/learning difficulties and the implications on accessible resources.
- GATSBY standards

A/I

A/I

Other personal requirements

Essential

- Positive outlook and a 'can do' solution based approach to problem solving and driving forward improvements
- Approachable and helpful to a variety of key stakeholders and in particular to learner progress
- Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College

I

I

I

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

A Application Form

C Assessment Centre

I Interview