**PERSON SPECIFICATION**

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**Post: Senior Tutor Manager**

**Responsible to: Assistant Principal – Engagement and Achievement**

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| **E: Essential** | **D: Desirable** |

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| **Criteria** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications** |
| 1. Appropriate teaching qualification
 |  |  | Application |
| 1. A relevant Level 4 (higher education) qualification
 |  |  | Application |
| 1. Evidence of continuing personal and professional development
 |  |  | Application |
| **Background & Experience** |
| 1. Successful teaching/tutoring experience/practice in 16-19 age range
 |  |  | Application/Interview |
| 1. Successful team leadership experience in 14-19 age range
 |  |  | Application/Interview |
| 1. Experience of setting and achieving high standards in provision, both in your own work and for others
 |  |  | Application/Interview |
| 1. Experience of setting and achieving high standards in respect of learner retention, attendance, achievement and behaviour
 |  |  | Application/Interview |
| 1. An ability to plan and manage an effective tutorial curriculum
 |  |  | Interview |
| 1. A creative and innovative approach to the development of tutorial delivery
 |  |  | Interview |
| 1. The ability to communicate well with a range of people, including students, their parents/guardians, subject teachers, support services, and external agencies
 |  |  | Application/Interview |
| 1. An ability to organise college-wide events
 |  |  | Application/Interview |
| 1. An ability to build upon and further develop existing links with local organisations
 |  |  | Application/Interview |
| 1. An understanding of issues relating to pastoral support in further education
 |  |  | Application/Interview |
| 1. A knowledge of self assessment and quality assurance methods
 |  |  | Application/Interview |
| 1. The ability to demonstrate leadership and motivational skills
 |  |  | Application/Interview/Task |
| 1. A willingness to plan and deliver presentations/training to staff, students and parents/guardians
 |  |  | Application/Interview |
| **Knowledge & Skills** |
| 1. An ability to lead and manage a team of specialist senior tutors and promote teamwork
 |  |  | Application/Interview/Task |
| 1. The ability to evaluate tutorial delivery and take action to strengthen delivery
 |  |  | Application/Interview |
| 1. Excellent organisational skills
 |  |  | Application/Interview |
| 1. An ability to undertake administrative tasks for the role
 |  |  | Application/Interview |
| 1. The ability to handle and prioritise a challenging and varied workload
 |  |  | Application/Interview |
| 1. The ability to respond flexibly to new challenges and opportunities
 |  |  | Interview |
| 1. An ability to successfully manage behaviour
 |  |  | Application/Interview |
| 1. A good knowledge/awareness of child protection/ safeguarding issues
 |  |  | Application/Interview/Task |
| **Personal Qualities** |
| 1. Commitment to education and the value of learning
 |  |  | Application/Interview |
| 1. Discretion and diplomacy
 |  |  | Interview/Reference |
| 1. Self-motivation and high personal standards
 |  |  | Interview/Reference |
| 1. An ability to work well as an individual and as a member of a team
 |  |  | Interview/Reference |
| 1. An empathy with post 16 students and the ethos of the college
 |  |  | Interview/Reference |
| 1. A commitment to equal opportunities and awareness of the needs and sensitivities of students from a range of cultural backgrounds and/ or disabilities or learning differences
 |  |  | Interview/Reference |
| 1. Excellent communication and interpersonal skills
 |  |  | Interview/Reference |
| 1. Enthusiasm and a commitment to provide quality learning and support experiences
 |  |  | Interview/Reference |
| 1. A sense of humour
 |  |  | Interview |
| 1. ICT literate
 |  |  | Application/Interview |
| 1. An ability to manage demanding deadlines and hit targets
 |  |  | Application/Interview |

June 2025