**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