

## Person Specification

Post No	Y/TR/CE100	Designation:	Adult Tutor	Department:	Learning and Skills
Section:	Adult and Community Learning	Completed By:	ACL	Date:	August 2016

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> <li>▪ Experience of delivering teaching or training to adults</li> </ul>	Experience of speaking to groups	Application Interview
2.	Knowledge	<ul style="list-style-type: none"> <li>▪ Substantial knowledge and experience in subject area</li> </ul>	Knowledge of assessment techniques	Application Interview
3.	Skills and aptitudes	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Good organisational skills</li> <li>▪ Flexible, able to adapt teaching to learners' needs</li> </ul>		Application/interview

		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
4.	<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>▪ Teaching qualification</li> <li>▪ If unqualified, be prepared to take the Professional Teachers Qualification within 24 months of taking up the appointment</li> </ul>	Willing to undertake CPD training as appropriate and attend tutor meetings.	Application/interview
5.	<b>Attitude and motivation</b>	<ul style="list-style-type: none"> <li>▪ Positive attitude, able to motivate and inspire learners</li> <li>▪ Enthusiasm for subject</li> <li>▪ Empathy and understanding of the needs of learners</li> </ul>		Application/interview
6.	<b>Other (please specify)</b>	<ul style="list-style-type: none"> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak / learn welsh</li> </ul>	