

English Progress Tutor – Person Spec

		Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate in English (or related area) AS/A2 level in an English subject Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	 ✓ ✓	✓
Experience	<ul style="list-style-type: none"> Experience of working in a school environment Experience and knowledge of issues affecting students and young people and how to offer supportive assistance 		✓ ✓
Skills	<ul style="list-style-type: none"> Ability to support students with English work up to GCSE level Excellent communication and listening skills Ability to respect and maintain confidentiality Working knowledge of standard computer packages (word processing, email and spreadsheets) Good time management and organisational skills Ability to work with students and have a real interest in the issues faced by this age group Caring and approachable manner Has whole school and student interests at heart 	 ✓ ✓ ✓ ✓ ✓	
Other	<ul style="list-style-type: none"> Satisfactory Enhanced Disclosure & Barring Service Clearance Commitment to safeguarding and the ethos and values of the Academy 	 ✓ ✓	