

Person Specification – Pastoral Tutor

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	• Good standard of education i.e. the equivalent of 5 GCSEs including Maths and English	• Teaching qualification • Honours degree or equivalent • Safeguarding Training • Advice & Guidance qualification or willingness to work towards this	Application Form Pre-employment checks Interview Process
Experience/Knowledge	• An understanding of the emerging adult status of post-16 students • An understanding of progression routes for students: University, Degree apprenticeships, Advanced apprenticeships • An understanding of the UCAS process and other options at 18 • An understanding of Enrichment and Personal development at the post-16 level	• Student guidance experience • Experience of working in a school or college environment	Application Form Interview Process
Skills/Abilities	• Good presentation skills • Ability to communicate clearly and effectively • Good IT and literacy skills • Ability to motivate groups of young people • Ability to work cooperatively with a range of people and to meet defined deadlines • Good organisational and administrative skills	• Commitment to professional development	Application Form Interview Process References
Personal Qualities	• Ability to demand high standards of self and others • Excellent timekeeping and attendance record • Able to support and contribute to the mission of the College • Able to work on own initiative • Positive, optimistic and adaptable approach • Well-developed sense of humour • Appropriate professional appearance		Application Form Interview Process References
Other	• Be suitable to work with children and vulnerable adults and support the effective safeguarding of all young people throughout the College • Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc • Attend at meetings as necessary		Application Form Interview Process

