



## PERSON SPECIFICATION

<b>POST</b>	<b>WORK BASED TUTOR</b>		<b>DEPT</b>	<b>BUILDING SERVICES (PLUMBING)</b>
<b>GRADE</b>	<b>WORK BASED TUTOR</b>		<b>REF No</b>	<b>011-20</b>

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) CERTIFICATE (C) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
A relevant professional teaching/training qualification (CETP, PTLLS).	<b>E</b>	<b>AF/C/I</b>
Minimum Level 2 Maths and English (GCSE Level C/4).	<b>E</b>	<b>AF/C/I</b>
Qualification in Plumbing to Level 3 or equivalent.	<b>E</b>	<b>AF/C/I</b>
TAQA Level 3 Assessor Qualification (D32, D33, or A1/A2).	<b>E</b>	<b>AF/C/I</b>
Level 2 Health & Safety in the Workplace or a willingness to work towards.	<b>E</b>	<b>AF/C/I</b>
Evidence of Continuous Professional Development.	<b>E</b>	<b>AF/C/I</b>
Evidence of use of Smart Assessor	<b>D</b>	<b>AF/C/I</b>
IQA Assurance (D34/V1).	<b>D</b>	<b>AF/C/I</b>
RELEVANT EXPERIENCE		
Experience of delivering Work Based Tutoring including embedding English and Maths into vocational delivery and planning.	<b>E</b>	<b>AF/I</b>
Experience of training and assessment of Plumbing Apprentices.	<b>E</b>	<b>AF/I</b>
Significant experience of working with external contractors/Employers.	<b>E</b>	<b>AF/I</b>
Current and relevant industrial experience in Plumbing (all aspects) to a high standard.	<b>E</b>	<b>AF/I</b>
Experience of carrying out reviews and assessments.	<b>E</b>	<b>AF/I</b>
Experience and working knowledge of current qualification standards.	<b>D</b>	<b>AF/I</b>
Experience of delivering Apprenticeships (traineeship/pre-apprenticeships) within an educational environment	<b>D</b>	<b>AF/I</b>

RELEVANT KNOWLEDGE/ SKILLS & APTITUDES	CRITERIA	MEASURED BY
High level of IT literacy (on-line tracking, MS office).	E	AF/I
Able to work effectively under pressure and to strict deadlines.	E	AF/I
Able to use initiative, organise and prioritise.	E	AF/I
Able to communicate effectively at all levels both orally and in writing.	E	AF/I
Able to produce detailed and highly effective SOW and lesson plans.	E	AF/I
Able to work flexibly throughout the week/year by prior arrangement with line manager.	E	AF/I
Strong customer service and organisational skills.	E	AF/I
SPECIAL REQUIREMENTS		
Must be able to commute between College sites, employers and placements.	E	AF/I
The successful applicant will need to have a DBS check to work in the College environment.	E	AF
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.	E	AF/I
Must be willing to undertake appropriate training and development in order to meet the needs of the college.	E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.	E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	E	AF/I