

PERSON SPECIFICATION
English for Academic Purposes Tutor
Vacancy Ref: A3307

Criterion	Essential/ Desirable	Application Form/ Supporting Statements/ Interview*
Qualifications and training		
Has completed a teaching qualification	Desirable	Application Form
Has completed a relevant masters degree or equivalent	Essential	Application Form
Has experience of teaching academic language or study skills to speakers of other languages	Desirable	Application Form
Has experience of teaching in a higher-education context	Desirable	Application Form
Specific skills, experience and knowledge		
Can communicate complex concepts using appropriate language	Essential	Supporting Statements/ Interview
Is able to adapt quickly to new working processes including software/digital platforms, e.g. interacting with students on an online learning platform, accessing and adapting online materials etc.	Essential	Supporting Statements
Can keep digital student records and course materials organised and up-to-date	Essential	Supporting Statements
Is able to effectively manage a class and plan lessons	Desirable	Supporting Statements
Is able to work under pressure	Desirable	Interview
Can give constructive and appropriate feedback to students in a timely fashion	Essential	Interview
Attributes		
Is a collaborative team worker and seeks to foster a positive working environment	Essential	Interview
Has ability to inspire students with enthusiasm for the course	Desirable	Interview
Ability to meet job circumstances		
Is willing to try to build a rapport with students and colleagues both in the workplace and by attending occasional extra-curricular social events	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a brief statement (2-3 bullet points), giving examples from previous experience to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.