

**PERSON SPECIFICATION**

**English and Study Skills Tutor**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview**  |
| **Qualifications:**1. First degree (Upper Second or First in an appropriate subject area)
2. TESOL/CELTA qualification
3. Post graduate qualifications/DELTA
 | EssentialEssentialDesirable | Application FormApplication FormApplication Form |
| **Experience**1. Teaching EAP at FE/HE Level or above (NQF level 3, FHEQ 4)
2. Experience of teaching international Students
3. Experience of assessing the four skills in English
4. Experience teaching and living in a non-English speaking environment
 | EssentialEssentialEssentialDesirable | Application FormSupporting StatementsSupporting StatementsSupporting Statements |
| **Knowledge:**1. Higher Education Sector in the UK
2. Education sector in China
 | EssentialDesirable | Supporting StatementsSupporting Statements |
| **Skills/Ability**1. Motivate and teach students
2. Carry out pastoral functions
3. Effective Communication
4. Work co-operatively and flexibly with colleagues
5. Record Keeping
6. Computer Literacy and using interactive technologies
 | EssentialEssentialEssentialEssentialEssentialEssential | InterviewInterviewInterviewInterviewInterviewSupporting Statements |
| **Personal Attributes** 1. Enthusiastic
2. Conscientious
3. Flexible and able to adapt to change
4. Willingness to travel
 | EssentialEssentialEssentialEssential | InterviewInterviewInterviewInterview |

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* **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 eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement as part of their application 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.