

**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 | Essential  Essential  Desirable | Application Form  Application Form  Application 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 | Essential  Essential  Essential  Desirable | Application Form  Supporting Statements  Supporting Statements  Supporting Statements |
| **Knowledge:**     1. Higher Education Sector in the UK 2. Education sector in China | Essential  Desirable | Supporting Statements  Supporting 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 | Essential  Essential  Essential  Essential  Essential  Essential | Interview  Interview  Interview  Interview  Interview  Supporting Statements |
| **Personal Attributes**   1. Enthusiastic 2. Conscientious 3. Flexible and able to adapt to change 4. Willingness to travel | Essential  Essential  Essential  Essential | Interview  Interview  Interview  Interview |

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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.