



**Millthorpe School**  
**Literacy/Numeracy Tutor**  
**Person Specification**

**Introduction**

E = Essential                      Source:                      A = Application  
D = Desirable                      I = Interview

**Qualifications Required** *The successful candidate will hold:*

	E	D	Source
GCSE English Grade 4 (C) and above or equivalent	✓		A
Educated to A-Level or equivalent i.e. BTEC, NVQ Level 3	✓		A
Graduate Certificate in Education or equivalent		✓	A
Recognised Teaching qualification in either Primary, Mainstream or Secondary education		✓	A

**Knowledge, Skills and Experience Required** *You will need:*

	E	D	Source
The ability to liaise with colleagues demonstrating diplomacy and strategic awareness	✓		A, I
To demonstrate skills in developing and maintaining resilient relationships with students, parents and carers alike	✓		A, I
Experience of academic programme development and delivery specifically tailored to under achieving students and those with barriers to learning	✓		A, I
To have confident and calm communication skills with the ability to communicate concisely, clearly and persuasively, especially when under pressure	✓		I
To be highly organised with strong administration skills and experience of managing a busy workload and effectively meeting short and long term priorities	✓		I
To be computer confident, proactive and enjoy learning new IT systems, intermediate skills and knowledge of Microsoft Office and Internet programmes	✓		I

**Personal Attributes** *You will need to:*

	E	D	Source
Demonstrate an empathetic and caring nature. Having respect for equality of opportunity and diversity and work to actively promote an inclusive work environment and good working relationship with other staff, students and parents/carers	✓		A, I,
Demonstrate a holistic and person-centred approach to teaching and have the skills to adapt quickly to situations and perform consistently under pressure	✓		A, I
Demonstrate emotional resilience and a non-judgemental approach at all times	✓		A, I
Good time management and organisational skills	✓		I
To be committed to Continual Professional Development	✓		A, I
Willingness to undertake role specific training where necessary/appropriate		✓	A, I

**Other Requirements**

	E	D	Source
Enhanced DBS clearance	✓		A, I,
To be committed to the school's policy and ethos	✓		A, I
Motivation to work with children and young people	✓		A, I
Ability to form and maintain appropriate relationships and personal boundaries with students and staff	✓		I
Emotional resilience in working in a fast paced school	✓		I
The ability to converse at ease with staff and students provide appropriate technical advice in accurate spoken English is essential for the post.	✓		I