

## Tutor Assistant Person Specification

**Job Title:**                    **Tutor Assistant**

**Service:**                    **Mercury College**

<b><u>Knowledge</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
1 Understanding of effective utilisation of resources	✓	
2 Knowledge of the range of different types of learning difficulties and disabilities	✓	
3 Knowledge and understanding of the needs of students with personal care and medical needs	✓	
4 Knowledge and understanding of child/adult protection best practice and the procedures to follow in the event of an allegation of abuse.	✓	
5 Willingness to maintain and update personal specialist skills and knowledge through engaging with appropriate professional development activities and training	✓	
6 Knowledge of strategies to enable optimal student participation		✓
7 Knowledge of good practice in education preferably in further education or an independent specialist college following a SEND curriculum	✓	

<b><u>Skills and Abilities</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
1 Ability to apply all knowledge and understanding as listed in the "Knowledge" section above.	✓	
2 Ability to communicate effectively with people using the service, the staff team and with partners such as family carers, tutors and management colleagues.	✓	
3 Ability to ensure the consistent use of Hesley Group's recognised methodology to person centred support, positive behaviour support and reducing the need for the use of restrictive interventions (training delivered when in	✓	

**Policy Document No: Per 1.1.2**

post).

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|----|---|---|
| 4  | Ability to ensure Hesley Group policies, guidance and procedures are put into effect and provide assurance that these are being followed through effective management practice, e.g. monitoring, checking and auditing as required. | ✓ |
| 5  | Ability to work to deadlines and prioritise accordingly.  | ✓ |
| 6  | Excellent computer literacy and administrative skills   | ✓ |
| 7  | Ability to demonstrate good organisational skills   | ✓ |
| 8  | Clean driving license and ability and willingness to drive minibuses  | ✓ |
| 9  | Ability to supervise and support students in classrooms and off site  | ✓ |
| 10 | Ability and capacity to physically work with students ensuring minimum risk to self and others always keeping everyone safe   | ✓ |

**Qualifications Required**

- |   |  |   |
|---|--|---|
| 1 | Good general education to GCSE level (English and Maths) or equivalent | ✓ |
| 2 | Level 2/ 3 Learning Support Assistant qualification or equivalent      | ✓ |
| 3 | Level 2/3 health and social care qualification or equivalent           | ✓ |

**Experience Required**

- |  | <b><u>Essential</u></b> | <b><u>Desirable</u></b> |
|--|-------------------------|-------------------------|
| 1. Significant experience of working with young people or adults with a range of severe, complex and moderate learning difficulties and/or disabilities and or behavioural needs | ✓                       |                         |
| 2. Experienced in providing personal care for students as and when required  | ✓                       |                         |
| 3. An understanding of education health and care plans for young disabled people   |                         | ✓                       |
| 4. Previous experience of working in a learning support/personal care role in further education or specialist provision  |                         | ✓                       |

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Person Specification prepared by the Recruitment Department

Date: 04/04/23