**PERSONAL SPECIFICATION**

**CHILDCARE TUTOR**

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|  | **Essential**  | **Desirable**  | **Method of Assessment**  |
| **WORK RELATED EXPERIENCE** |   |   |   |
| Experience in delivering child care related qualifications (CYPW/Early Years Educator/Early Years Practitioner/Award in Support Work in Schools) | \* |  | Application Form/interview   |
| Experience of assessing evidence, ensuring all criteria are met sufficiently | \* |  | Application Form/interview   |
| Experience of delivering non accredited courses and workshops for families | \* |  | Application Form/interview  |
| Experience of producing Scheme of Work and Lesson Plans in line with awarding body requirements | \* |   | Application Form/interview   |
| Experience of completing work based observations and providing constructive feedback | \* |  | Application Form/interview   |
| Experience of working in a learning/teaching environment | \* |  | Application Form/interview   |
| Experience of working with children/young people/families | \* |  | Application Form/interview   |
| **SKILLS AND ABILITIES** |   |   |   |
| Hold a level 3 or higher teaching qualification (AET/PTLLS or equivalent) | \* |  | Application Form/interview  |
| Hold a level 3 or higher qualification in childcare/teaching assistant | \* |  | Application Form/interview  |
| Hold a TAQA qualification Level 3 | \* |  | Application Form/interview   |
| Hold a TAQA qualification Level 4 |  | \* |  |
| Sound interpersonal skills and the ability to be able to engage with adults and families in order to recruit and retain learners  | \* |   | Application Form/interview  |
| Ability to keep records in line with awarding body requirements | \* |   | Application Form/interview  |
| Excellent computer skills to use programmes including Microsoft/Salesforce/Learning Assistant |  | \* | Application Form/interview  |
| Ability to gather and present data on learner progress and achievement |  | \* | Application Form/Interview |
| **KNOWLEDGE** |   |   |   |
| An understanding of the importance of confidentiality | \* |  | Application Form/interview  |
| Knowledge to recognise and report Safeguarding issues in accordance with Policies | \* |  | Application Form/interview  |
| Knowledge and ability to maintain professional boundaries | \* |  | Application Form/interview  |
| Knowledge of supporting learners with SEND | \* |  | Application Form/interview   |
| **PERSONAL QUALITIES**  |   |   |   |
| Ability to encourage learners in order to achieve qualification/complete course | \* |   | Application Form/interview  |
| Empathetic, supportive approach to working with adult learners and families with a range of abilities | \* |   | Application Form/interview  |
| **CIRCUMSTANCES** |   |   |   |
| To be able to travel to a range of sites | \* |  | Application Form/interview  |
| To be able to work flexibly including evenings/weekends if necessary |  | \* | Application Form/interview   |