|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | | | |
| Good standard of literacy – GCSE English (A-C) or (4+) | ✓ |  | ✓ |
| Good standard of numeracy – GCSE maths (A-C) or (4+) |  | ✓ | ✓ |
| Capable of working to level 5 standard |  | ✓ | ✓ |
| Level 3 qualification in teaching language offered | ✓ |  | ✓ |
| **IT proficiency and skills** | | | |
| Proficiency in Microsoft Word | ✓ |  | ✓ |
| Proficiency in Microsoft Excel |  | ✓ |  |
| Able to communicate succinctly by email | ✓ |  |  |
| **Employment related skills** | | | |
| Excellent organisational skills | ✓ |  | ✓ |
| Able to communicate effectively with students | ✓ |  | ✓ |
| Ability to create and follow administrative processes | ✓ |  | ✓ |
| Openness to learning | ✓ |  | ✓ |
| **Specific skills for the role** | | | |
| Able to teach to A level standard in the language offered | ✓ |  | ✓ |
| Ability to provide academic and study skills guidance to students | ✓ |  | ✓ |
| Knowledge of study skills and learning resources | ✓ |  |  |
| Ability to form professional relationships with students | ✓ |  | ✓ |
| Experience in teaching students aged 16 and over | ✓ |  | ✓ |