



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Specialist One to One Study Skills Tutor

Department: Disability & Dyslexia Service

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Degree or equivalent		x	Application Form
SpLD OCR Diploma or equivalent		x	Application Form
Specific Skills, Experience and Knowledge			
Experience of working with people with SpLDs	x		Application Form / Interview
Experience of supporting students in FE/HE		x	Application Form / Interview
High level of written and verbal communication	x		Application Form / Interview
Computer literacy		x	Application Form / Interview
Knowledge of Equality Act 2010		x	Application Form / Interview
Personal and Interpersonal Qualities			
Positive and enabling approach to supporting students with SpLDs	x		Interview
Commitment to equal opportunities	x		Interview
Enthusiasm	x		Interview
Strong time management and organisational skills	x		Interview
Ability to work individually and as part of team	x		Interview
Ability to remain calm under pressure	x		Interview
Customer service approach	x		Interview
Creative problem-solving skills	x		Interview
Research skills		x	Interview
Tact, discretion and patience	x		Interview
Strong people's and communication skills	x		Interview
Physical Requirements			
Handling emotionally-charged situations	x		Interview
Circumstances			
DBS clearance	x		Application Form / Interview