



 Person Specification

**Essential Skills Wales Tutor/Assessor**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/Experience** |  |  |
| * Level 5 qualification in relevant discipline(e.g HNC) and/or equivalent relevant experience
 | **\*** |  |
| * Essential Skills Practitioners Certificate
 | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in Maths (GCSE or equivalent)
 | **\*** |  |
| * Experience of delivering Essential Skills Wales qualifications
 | **\*** |  |
| * Assessor Awards
 | **\*** |  |
| * Verifier Awards
 | **\*** |  |
| * IT Literate (equivalent to level 2)
 | **\*** |  |
| * First Aid certificate (training provided) \*\*
 | **\*** |  |
| * Fire Marshal qualification (training provided) \*\*
 | **\*** |  |
| * Teaching qualification
 |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as necessary to fulfil the requirements of the post
 | **\*** |  |
| Personal Skills |  |  |
| * Excellent time management skills
 | **\*** |  |
| * Organised and methodical
 | **\*** |  |
| * Able to work to deadlines
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| * Able to prioritise work
 | **\*** |  |
| * Self motivated and able to use own initiative
 | **\*** |  |
| * Able to respect confidentiality
 | **\*** |  |
| * Able to exercise sound judgement
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – written and oral
 | **\*** |  |
| * Able to work as part of a team
 | **\*** |  |
| * Excellent customer service skills
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Continuous Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Commitment to Health and Safety
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Adaptable
 | **\*** |  |
| * Motivated
 | **\*** |  |
| * Diplomatic
 | **\*** |  |

\*\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.