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| Job Title: | House Tutor |
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Thorpe Underwood Estate is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

| | Essential These are qualities without which the applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of Assessment |
|----------------|--|--|---|
| Qualifications | <p><i>The professional, technical or academic qualifications that the applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Good general level of education to include: GCSE, or equivalent, English and Maths | <p><i>The professional, technical or academic qualifications that the applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Honours Degree • BSA Qualification • First Aid Qualification | Contents of Application Form Production of Certificates at Interview |
| Experience | <p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> • Experience of working in a boarding house within an educational setting • Experience of working with young people up to the age of 18 | <p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> | Contents of Application Form Interview References |
| Skills | <p><i>The skills required to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Outlook, Powerpoint and Excel • Able to carry out instructions safely and carefully | <p><i>The skills that would enable the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Valid UK Driving Licence, including minibus driving entitlement | Contents of Application Form Interview References Admin Task |



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| | <ul style="list-style-type: none"> • Able to communicate in a professional manner and effectively with other staff, pupils • Able to work with initiative and without direct supervision when required | | |
| Knowledge | <p><i>The knowledge required by the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of Child Protection/Safeguarding | <p><i>The knowledge that would enable the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of the National Minimum Standards would be an advantage • Knowledge of Special Educational Needs | Contents of Application Form Interview References |
| Personal competencies and qualities | <p><i>The personal qualities that the applicant requires to perform effectively in the role and to ensure that the applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Close attention to detail • Honest • Hardworking • Trustworthy • Flexible • Friendly • Co-operative attitude • Sympathetic | <p><i>The personal qualities that would assist the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • A sense of humour | Contents of Application Form Interview References |