



Person Specification

**Essential Skills Wales Tutor/Assessor**

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|  | **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.