**PERSON SPECIFICATION**

**Alternative Provision & EBSNA Tutor**

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| Attributes Education & Qualifications |  | Essential  | Desirable  |
| Relevant Qualification level 3 and beyond  | x |  |
| Knowledge of KS3 and 4 curriculum in English and Maths |  | X |
| Early help training |  | X |
| NVQ Levels 2, 3 and 4 in Children’s Care, Learning and Development or Health & Social Care, BTEC National Certificate or Diploma in Children’s Care, Learning or CACHE Certificate or Diploma in Childcare & Education |  | X |
| Knowledge of KS3 and 4 curriculum in English and Maths |  | X |
| Safeguarding Level 1 (this is an Essential, CH Academy will provide for those who do not have it) | X |  |

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| Attributes Experience & Skills |  | Essential  | Desirable  |
| Experience of working with or caring for young people and adolescents (at least 2 years) | X |  |
| Awareness of educational establishments and learning environments | X |  |
| Good working knowledge of ICT | X |  |
| Flexible in attitude and approach | X |  |
| Positive and calm under pressure | X |  |
| Awareness of the importance of data protection, confidentiality and safeguarding |  | X |
| Awareness of, and ability to respond to risk | X |  |
| Experience of using information recording systems such as CPOMS |  | X |

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| Attributes Knowledge  |  | Essential  | Desirable  |
| Excellent communication skills both written and verbal | X |  |
| Ability to work independently using own initiative | X |  |
| Understanding of own strengths and areas for development | X |  |
| Commitment and enthusiasm | X |  |
| An open and non-judgemental approach | X |  |
| Ability to establish good working relationships with a wide range of students  | X |  |
| Ability to handle sensitive matters with discretion and in confidence | X |  |
| Empathetic and patient | X |  |
| Ability to think outside of the box | X |  |
| Ability to work flexibly with good time management | X |  |
| Self-motivated with good organisational skills | X |  |
| Good understanding of safeguarding procedures |  | X |
| Understanding of procedures relating to confidentiality |  | X |

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| Attributes Other  |  | Essential  | Desirable  |
| Full, clean driving licence | X |  |
| Participation in CPD training | X |  |
| Demonstrate a commitment to all aspects of safeguarding and the welfare of children and young people  | X |  |
| Capacity to learn new skills, use initiative and implement new ways of working | X |  |
| Commitment to promote and model the Christian vision that underpins the Chiltern Hills Academy. | X |  |
| Satisfactory Enhanced DBS clearance and safer recruitment clearances | X |  |
| Model the CHA values of kindness, compassion, and hope. | X |  |
| Demonstrate a clear commitment to develop and learn in the role |  | X |