
 Portland College	Person Specification
Job Title	Transition Tutor

Qualifications		▼
Essential		
• Teaching qualification Education and Training Level 4 or equivalent Level 2 English and Level 2 Maths		A/I A/I
Desirable		
• SEND related qualification or degree		A/I
Key skills		
Essential		
• Proven effective communication skills, verbal and written		A/I
• Able to process and collate accurate, legible and professional records.		A/I
• Strong ICT skills with Outlook, Word, Excel databases and Databridge		A/I
Desirable		
• Full awareness of the SEND Code of Practice		A/I
• Knowledge and understanding of how Education Health and Care Plans are implemented in a SEND College		A/I
Experience		
Essential		
• Experience of initial assessment of needs and target setting against EHCP outcomes.		A/I
• Experience of liaising with stakeholders including external agencies and parents		A/I
• Experience of working as part of a multidisciplinary team and on own initiative		A/I
• Experience of working in a SEND provision		A/I
Knowledge		
Essential		
• A sound knowledge of appropriate strategies to support learners with learning difficulties reaching their potential		A/I
• Knowledge around working with young people who have complex support needs		A/I
• Knowledge of Person-Centred working.		A/I
• Understanding how to use a variety of support plans		A/I
• Matrix standards		A/I
Desirable		
• An appreciation of the communication needs of people with disabilities/learning difficulties and the implications on accessible resources.		A/I
• GATSBY standards		A/I

Other personal requirements	
Essential	
• Positive outlook and a 'can do' solution based approach to problem solving and driving forward improvements	I
• Approachable and helpful to a variety of key stakeholders and in particular to learner progress	I
• Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College	I

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✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview