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|  |  | **Essential** | **Desirable** |
| **Qualifications** | * Graduate in English (or related area) * AS/A2 level in an English subject * Willingness and ability to obtain and/or enhance qualifications and training for development in the post | ✔  ✔ | ✔ |
| Experience | * Experience of working in a school environment * Experience and knowledge of issues affecting students and young people and how to offer supportive assistance |  | ✔  ✔ |
| Skills | * Ability to support students with English work up to GCSE level * Excellent communication and listening skills * Ability to respect and maintain confidentiality * Working knowledge of standard computer packages (word processing, email and spreadsheets) * Good time management and organisational skills * Ability to work with students and have a real interest in the issues faced by this age group * Caring and approachable manner * Has whole school and student interests at heart | ✔  ✔  ✔  ✔  ✔  ✔ |  |
| **Other** | Satisfactory Enhanced Disclosure & Barring Service Clearance  * Commitment to safeguarding and the ethos and values of the Academy | ✔  ✔ |  |

English Progress Tutor – Person Spec

The Hermitage Academy