

PERSON SPECIFICATION

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Qualifications and Training			
Minimum qualification of level 3 in Teaching & Learning	Y		
Appropriate Assessor qualification	Y		App Form
Appropriate Verifier qualification or be prepared to work towards them		Y	App Form
Evidence of Continuous Professional Development	Y		App Form
Experience / Knowledge			
Proven track record of working in a relevant industry.	Y		App Form & Interview
Experience of teaching/training/assessing in a relevant discipline	Y		App Form & Interview
Sound knowledge of training and assessment requirements	Y		App form & Interview
Demonstrated suitability to work with children and vulnerable adults	Y		App Form & Interview
Skills and Abilities			
Ability to organise, plan and prioritise work	Y		App Form
Ability to meet deadlines and work under pressure	Y		App Form
Ability to liaise effectively with internal and external staff at all levels	Y		App Form & Interview
Evidence of computer literacy especially Microsoft word, and excel.	Y		App Form & Interview
Excellent interpersonal and communication skills	Y		App Form & Interview
The ability to speak Welsh		Y	App Form
General Intelligence and Aptitudes			
Able to demonstrate a sound understanding of issues relating to confidentiality	Y		App Form & Interview
Able to learn and adapt quickly to new situations and requirements	Y		App Form & Interview
Ability to maintain effectiveness in a pressurised environment and translate opportunities into action plans.	Y		App Form & Interview



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enhancing skills | increasing productivity
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gwella sgiliau | cynyddu cynhyrchaeth

Personal Qualities			
Approach a challenge with enthusiasm	Y		App Form & Interview
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.	Y		App Form & Interview
Flexible and quick to adapt to new and changing circumstances	Y		App Form & Interview
Be a reliable colleague who relates to peers and all other staff respectfully, purposefully and positively	Y		App Form & Interview
Confident, enthusiastic, energetic	Y		App Form & Interview
Understands and is committed to Equal Opportunities	Y		App Form & Interview
Able to work alone, with minimal supervision	Y		App Form & Interview
D1 stated on driving licence or the willingness to undertake this additional test		Y	App Form & Interview