

PERSON SPECIFICATION

Applicants Name: _____

Role: **National Tutor for the National Pool Management Qualification**

Reporting to: **Executive Director of IQL UK Ltd**

This form describes the essential and desirable criteria a person needs to perform the role of the National Tutor for the National Pool Management Qualification.

Candidates who meet essential criteria will be preferred to those who do not. Exceptions to this guideline will have to be justified and recorded.

1. EXPERIENCE AND EDUCATION

| Criteria | Importance | Method of assessment |
|--|------------|--|
| National Pool Management Qualification | Essential | Application form, Qualification certificates |
| Relevant recognised teaching qualification (e.g. Cert. Ed, PGCE, Certificate in tutoring sport, 7303, 7304, 7305) or be working towards, or willing to complete. | Essential | Application form, Qualification certificates |
| HND or equivalent qualification | Desirable | Application form, Qualification certificates |
| A1/V1 or equivalent assessor qualification or willingness to complete the qualification | Essential | Application form, Qualification certificates |
| 2 years teaching or training experience | Essential | Application form, References |
| Experience of working in the sport or leisure industry at a Managerial level | Essential | Application form, References |
| IOSH or NEBOSH | Desirable | Application form, Qualification certificates |

2. KNOWLEDGE AND SKILLS

| Criteria | Importance | Method of assessment |
|---|------------|---|
| Excellent communication Skills – oral and written | Essential | Application Form, Interview |
| IT skills and the ability to work with e-learning systems | Essential | Application Form, Interview |
| Awareness of Awarding Body (IQL) procedures and code of practice | Desirable | Application Form, Interview |
| Good interpersonal/team working skills | Essential | Interview |
| Ability to adapt teaching materials and delivery to meet a variety of different learning needs | Essential | Interview, References, Teaching observation |
| Good presentation skills demonstrating the ability to engage students through a range of delivery methods | Essential | Interview, References, Teaching observation |
| Thorough working knowledge of the skills required to effectively supervise a lifeguard team | Essential | Application form, Interview |

3. ACCURACY AND INITIATIVE

| Criteria | Importance | Method of assessment |
|--|------------|---|
| Accuracy for recording student achievement | Essential | Application form, Interview |
| Good organisational and administrative skills | Essential | Application form, Interview |
| Positive attitude towards equal opportunities and delivering an exceptional customer service | Essential | Application form, Interview, References |
| Good assessment and diagnostic skills | Essential | Interview, references, Observation |
| Willingness to contribute to the development of course materials and provide feedback to assist with continual improvement | Essential | Interview |

4. WORK RELATED CIRCUMSTANCES (Including working conditions)

| Criteria | Importance | Method of assessment |
|--|------------|-----------------------|
| Willingness to undertake continual professional development activities | Essential | Interview |
| Ability to manage own workload | Essential | Interview, References |
| Ability to handle confidential information appropriately | Essential | Interview, References |
| Ability to manage time effectively | Desirable | Interview, References |
| Ability to deal constructively with differences and potential confrontational situations | Essential | Interview, References |
| Ability and willingness to work flexible hours to meet the needs of the service | Essential | Interview, References |

For office use only

Interviewer Name

Date

Comments

Signature

Score