Academic Coach
PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	GCSEs or equivalent relevant to the role (including Maths and English).	✓		✓	✓		
	A-Level or Degree level English qualification		✓				
	First Aid qualification (training will be given).		✓	✓	✓		
	Evidence of recent continuing professional development.		✓	✓	✓		
Skills and Experience	Excellent administrative skills (including the recording and monitoring of data).	✓		✓		✓	✓
	Good experience of maintaining computerised records, systems and ICT packages.	✓		✓		✓	✓
	Experience working in a related field.		✓	✓		✓	✓
	Experience and understanding of working with children.		✓	✓		✓	✓
	Experience of working with outside agencies		✓	✓		✓	✓
	Knowledge of relevant policies/codes of practice/legislation with the ability to apply behaviour management policies and strategies.		✓	✓		✓	✓
	Ability to relate well to children and adults in a work environment.	✓				✓	✓
	Good interpersonal skills, including communication skills at all levels, coupled with good listening skills.	✓				✓	✓
	Ability to organise own workload in the context of varied tasks, and good personal organisation and time management.	✓		✓		✓	✓
	Work calmly under pressure and meet tight deadlines with good attention to detail, and the ability to work in a methodical manner	✓		✓		✓	✓
	Work constructively as part of a team, understanding school roles and responsibilities, and your own position within these.	✓				✓	✓
	Ability to maintain dialogue with manager to report issues in a timely manner	✓				✓	✓
Other	Hold a full driving licence.		✓	✓	✓		
	Capacity to work during school holiday periods		✓			✓	