

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>Qualifications:</b>			
Appropriate experience.	E	✓	
Level 3 qualifications or equivalent.	E	✓	
Maths and English level 2 good pass.	E	✓	
Degree.	D	✓	
Qualified Teacher Status.	D	✓	
<b>Experience:</b>			
Recent experience in employment or leisure pursuits indicating successful relationships with children and young people in the age range 11-18.	E	✓	✓
Understanding the issues related to the motivation of young people.	E	✓	✓
Excellent ICT skills.	E	✓	✓
Experience of administrative work in a school/college environment.	D	✓	✓
Experience of data and information systems.	D	✓	✓
Awareness of health and safety issues within a school environment.	D	✓	✓
Experience of a range of strategies to deal with classroom behaviour	D	✓	✓
<b>Knowledge, Skills and Abilities:</b>			
Good communication skills, confident and motivational.	E	✓	✓
Good organisational skills and administrative skills.	E	✓	✓
Good oral and written skills.	E	✓	✓
Good sense of humour, resilient and flexible.	E	✓	✓
Can work independently or as part of a team.	E	✓	✓
Tactful and discreet and upholds and promotes the positive image of the schools at all times.	E	✓	✓
Ability to work within school policies, procedures and ethos.	E	✓	✓
Enjoys working with young people	E	✓	✓
<b>Further Requirements:</b>			
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	E	✓	✓
Have high expectations of self and others and provide a role model for students and staff.	E	✓	✓
Cares deeply about the success of every child and every member of staff.	E	✓	✓

Committed to continuous school improvement.	E	✓	✓
High standards of dress and presentation and high expectations of others.	E	✓	✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Person Specification produced by WeST HR Business Partner, March 2023