

Direction Room Co-ordinator: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
<ul style="list-style-type: none"> Minimum of 5 GCSE's at Grade C or above (or equivalent) including English and Maths 	E	AF
<ul style="list-style-type: none"> Relevant training courses developing own knowledge, skills and practice about how to best support vulnerable young people 	D	AF
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> Computer literate, with good literacy and numeracy skills. 	E	SP
<ul style="list-style-type: none"> Experience of working in an educational setting/or with young people. 	D	AF
<ul style="list-style-type: none"> Ability to recognise safeguarding concerns. 	E	AF/SP
<ul style="list-style-type: none"> Experience of following procedures and instructions. 	E	SP
<ul style="list-style-type: none"> The ability to establish and develop successful working relationships with pupils. 	E	SP
<ul style="list-style-type: none"> Experience of dealing with challenging behaviour and difficult situations in a calm and professional manner 	E	SP
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> Good working knowledge and understanding of ICT 	E	SP
<ul style="list-style-type: none"> Ability to use word-processing, spreadsheet and database software 	E	SP
<ul style="list-style-type: none"> Ability to prioritise with effective decision-making skills 	E	SP
<ul style="list-style-type: none"> Ability to manage emotional demands of working with young people with a wide range of behavioural, social and emotional problems. 	E	SP
<ul style="list-style-type: none"> Ability to maintain resilience, demonstrate understanding and ensure solution-focused thinking 	E	SP

<ul style="list-style-type: none"> ▪ Knowledge and experience of using management information systems, particularly knowledge of Bromcom MIS advantageous. 	D	SP
<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills 	E	SP
PERSONAL QUALITIES		
<ul style="list-style-type: none"> ▪ Ability to work as part of a team and on own initiative 	E	SP
<ul style="list-style-type: none"> ▪ Self-motivated, with the ability to multi-task 	E	SP
<ul style="list-style-type: none"> ▪ Reflective, resilient, responsive and reliable 	E	SP
<ul style="list-style-type: none"> ▪ Organised, with effective planning skills 	E	SP
<ul style="list-style-type: none"> ▪ Ability to maintain issues of confidentiality at all times. 	E	SP
<ul style="list-style-type: none"> ▪ The ability to manage workload, prioritising in an effective manner. 	E	SP
<ul style="list-style-type: none"> ▪ A commitment to your own, and other's continuous professional development. 	E	AF
<ul style="list-style-type: none"> ▪ Personal commitment to the College's professional standards, including dress code, as appropriate. 	E	AF
<ul style="list-style-type: none"> ▪ The post will require an enhanced DBS clearance. 	E	SP
<ul style="list-style-type: none"> ▪ To promote Health & Safety, Safeguarding and Equality & Diversity policies. 	E	AF