

# Person Specification

## POSITION: LAC and Pupil Premium Co-ordinator

| CRITERIA  | E= Essential<br>D = Desirable  | Identified<br>by   |
|---|--|--|
| <b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>An excellent knowledge of working within a secondary school environment and/or working with children of secondary school age.</li> <li>Be computer literate and have a working knowledge of applications including Microsoft Word and Excel.</li> <li>Knowledge of relevant school policies for example Child Protection, Health &amp; Safety, Equal Opportunities Policy.</li> <li>Knowledge of the LAC process and the responsibilities of key individuals.</li> </ul>   | E<br>E<br>D<br>D   | A; I & R<br>A, C & AT<br>A & I<br>A & I  |
| <b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Ability to be resilient.</li> <li>A belief that all students can achieve.</li> <li>Ability to demonstrate commitment to Equal Opportunities.</li> <li>Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.</li> <li>To have a positive, friendly and welcoming demeanour.</li> <li>An excellent listener</li> </ul>  | E<br>E<br>E<br>E<br>E<br>E   | R & I<br>A & I<br>A & I<br>A & I<br>A & I<br>A & I   |
| <b>Qualification and Experience</b> <ul style="list-style-type: none"> <li>A relevant qualification in working with young people.</li> <li>Experience of working with children young people, parents/carers/families within the field of education, social care or the voluntary sector.</li> <li>Experience of supporting and engaging children and young people in order to ensure access to the whole curriculum.</li> <li>Experience of enabling children and young people to overcome barriers to learning and achievement.</li> <li>Counselling/social work experience</li> <li>Management /coordination of multiple agencies</li> <li>Ability to establish appropriate and effective nurturing relationships with children and young people.</li> <li>Ability to demonstrate highly developed interpersonal and communication skills.</li> <li>Ability to organise own workload and demonstrate autonomy, initiative and creativity.</li> <li>Ability to respond proactively to unexpected problems and situations.</li> <li>Ability to develop efficient record keeping systems.</li> <li>Ability to produce accurate and up-to-date records and reports as required.</li> <li>Ability to communicate with a range of audiences including other employees within the school, Governors, students and parents.</li> <li>Ability to identify work priorities and manage own workload to meet deadlines whilst monitoring the workload of others for whom they may be responsible.</li> <li>Ability to show sensitivity and objectivity in dealing with confidential issues.</li> <li>A driving license and use of a car, to travel to meetings</li> </ul> | D<br>E<br><br>E<br>E<br>D<br>D<br><br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>D | A & C<br>A, I & R<br><br>A, I & R<br>A, I & R<br>A<br>A, I & R<br><br>I & R<br>I & R<br>A, I & R<br>I, R & AT<br>AT<br>AT<br>A, I & R<br>A, I & AT<br><br>I<br>A |
| <b>Other Circumstances</b> <ul style="list-style-type: none"> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>  | E  | Interview  |

Key for evidencing essential and desirable criteria: A: Application Form; I: Interview; R: References; AT: Assessment Task; C: Certificates.

CTT – Jan 2020