



## Person Specification

**Job Title:** PLC Coordinator

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualifications in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
<b>Experience</b>		
Experience of working in a school environment with young people with specific difficulties and vulnerabilities	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
<b>Skills</b>		
Ability to effectively communicate with a wide range of audiences	✓	
Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence	✓	
Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Time management and organisation skills	✓	
Ability to work with students and have a real interest in the issues faced by this age group	✓	
<b>Other</b>		
Satisfactory DBS check	✓	