

## PERSON SPECIFICATION

**Job title** Student Support Co-ordinator

**Job ref no** AAAE7066

Criteria	Essential	Desirable	Evidenced From?
<b>Qualifications</b>	Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English	A combination of formal off-the-job training and experience in relevant work areas over a period of years OR through previous education to graduate level/NVQ 4	Application form Interview
<b>Experience</b>	Experience of working with young people  High level of literacy		Application form Interview
<b>Job related Knowledge</b>	ICT competent and conversant with the Microsoft Office suite of applications  Knowledge of safeguarding procedures and familiar with child protection issues  Have good administrative organisation and communication skills  Knowledge and understanding of the Every Child Matters Agenda and its relationship to the SEAL agenda	Knowledge and understanding of medical issues and personal choices relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image	Application form Interview
<b>Skills and Aptitudes</b>	Ability to liaise effectively with parents and outside agencies  Enjoy working with a wide variety of young people  Have excellent inter-personal skills and be able to work well as part of a team	Skills and interests to contribute to the school's extracurricular programme to enhance cultural capital	Application form Interview

	<p>Have confidence to manage student behaviour</p> <p>Be resilient, firm and consistent</p> <p>Be comfortable with a challenging and varied workload and be able to prioritise effectively</p> <p>Able to maintain confidentiality where applicable</p> <p>Able to work in a professional manner with a wide range of people</p> <p>Ability to act on initiative within a team context</p> <p>Commitment to safeguarding and ensuring the welfare of children and young people</p>		
<p><b>Other Requirements</b></p>	<p>Support for our fundamental belief that everyone can achieve, irrespective of background or starting point</p> <p>Belief in the power of education to transform lives</p> <p>Demonstrate commitment to the values of Respect, Relationships, and Resilience, which are central to the ethos of the school</p> <p>To support students to enjoy learning and to enable them to flourish through a focus on thinking</p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English</p>		