

## Person Specification

### Post: Course Coordinator

| Attributes                  | Essential   | Desirable  | How identified   |
|-----------------------------|---|--|--|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good Honours Degree</li> </ul>   | <ul style="list-style-type: none"> <li>• Relevant PD</li> </ul>  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>                   |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Values driven</li> <li>• Strong teaching ability backed up by good and outstanding outcomes</li> <li>• Tailored teaching that challenges and supports students</li> <li>• Data driven planning to target instruction</li> </ul>  | <ul style="list-style-type: none"> <li>• Working in an inner-city area of high deprivation</li> <li>• Responsibilities within a school / college</li> </ul>  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |
| <b>Knowledge and skills</b> | <ul style="list-style-type: none"> <li>• High expectations which motivate and challenge students</li> <li>• Excellent subject and curriculum knowledge</li> <li>• Intelligently sequenced planning</li> <li>• Highly tailored planning</li> <li>• Razor-sharp focus on data</li> <li>• Effective use of formative assessment</li> <li>• Behaviour management to support a disciplined and joyful culture</li> <li>• Commitment to safeguarding</li> <li>• Microsoft Office, especially Excel, Outlook and Word</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of what makes a Dixons academy different and successful</li> <li>• Coaching and practice</li> <li>• Cognitive science in education</li> <li>• SEND theory and practice</li> </ul> | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |
| <b>Character</b>            | <ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to give, receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the college</li> </ul>    | <ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>  | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul> |