

## PERSON SPECIFICATION

**Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.**

Details of Person Specification	
Job Title: Intervention Coordinator	Grade 12

### 1. Skills and Abilities

No	Description	Method of Assessment
<b>Essential</b>		
1.1	Ability to forge excellent working relationships with young people and gain their trust and respect whilst challenging them to achieve their potential - including improving their behavior, attendance and academic results	Application form/interview/on-going
1.2	Absolute discretion, fully understanding the need for confidentiality and maintaining exemplary standards in this regard at <u>all</u> times. This will include an understanding of relevant legislation such as Data Protection, Freedom of Information.	Application form/interview
1.3	Recent experience of working with young people with behavioral issues.	Application form/interview & test
1.4	Excellent interpersonal skills. Must be able to communicate effectively, face to face, orally and in writing. Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the College.	Application form/interview
1.5	Must be capable of demonstrating a mature and co-operative manner in dealing with colleagues, professional contacts and students.	Application form/interview
1.6	Ability to deal with potential conflict situations in a professional and calm manner.	Application form/interview & test
1.7	Understanding and empathy with the concerns and requirements of partnership and team working.	Application form/interview & test
1.8	Experience of achieving results individually and with/through others	Application form/interview & test
1.9	Ability to contribute to the development of the team and bring forward proposals for changes to the work of the team, practice and procedures where appropriate.	Application form/interview & test
1.10	Effective Team Leader and team member	Application form/interview & test
1.11	Demonstrate effective experience in the deployment of resources to achieve specified objectives within describe budgets and targets.	Application form/interview & test
1.12	Proven ability to work in a busy environment and be able react to incidents as they arise whilst remaining calm, proactive and focused when there is immense pressure	Application form/interview & test

	<b>Desirable</b>	
1.14	Experience of working with parents and external agencies	Application form/interview

## 2. Knowledge/Qualifications/Experience

No	Description	Method of Assessment
	<b>Essential</b>	
2.1	Teacher with QTS.	Application form, appropriate certificates, interview and test
2.2	Literate, numerate and proficient to agreed standards in Health and Safety regulations and relevant legislation concerning working with children and Child Protection	Application form, appropriate certificates, interview and test
2.3	Has a broad knowledge of the legislation, literature and practice in the area of children and education.	Application form, appropriate certificates, interview and test
2.4	IT skills, proficient including Excel, Word and Outlook	Application form, appropriate certificates, interview and test
	<b>Desirable</b>	
2.8	Understanding of Secondary education sector and the issues facing schools over the coming years.	Application form/interview
2.9	Teaching, Social work, youth community work, counselling, teaching or a mentoring qualification and or experience.	Application form/interview
2.10	Knowledge of SIMS would be advantageous, but not essential	Application form/interview

## 3. Other Requirements

No	Description	Method of Assessment
	<b>Essential</b>	
3.1	Commitment to excellence and desire for continual improvement	Interview
3.2	An understanding of principles of supporting parents and in particular, barriers to learning	Application form/Interview

3.3	Willingness to participate in development and training opportunities and encourage others to participate	Application form/ Interview
3.4	Encourage working together internally and externally to achieve maximum success potential for the students you are working with, simplicity in approaching working relationships and advice and clear and transparent lines of communication.	Application form/Interview
3.5	Keep detailed records.	Application form/interview
3.6	Flexibility in taking on additional responsibilities outside of this job description that are deemed reasonable from management with due and reasonable notification	Application form/interview
3.2	<b>Desirable</b> A knowledge and interest in the education environment	Interview