**PERSON SPECIFICATION: ALTERNATIVE PROVISION CO-ORDINATOR**

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|  | **Essential** | **Desirable** |
| **Qualifications:** |  |  |
| Relevant training for working with young people aged between 11-16 | √ |  |
| Accreditation in a relevant subject or area |  | √ |
| GCSE C Grade or higher (or equivalent) in Maths and English | √ |  |
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| **Experience** |  |  |
| Experience of working with young people aged 11-16 | √ |  |
| Proven track record of successfully working with disaffected young people | √ |  |
| Experience of working in a secondary school setting |  | √ |
| Experience of assisting students with their learning | √ |  |
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| **Skills / Abilities / Knowledge** |  |  |
| An ability to communicate effectively with teachers, students, parents and multi agencies | √ |  |
| An ability to work autonomously and as part of a team | √ |  |
| Good organisation, time management, communication and interpersonal skills | √ |  |
| Good research and planning skills | √ |  |
| Knowledge of the main aspects of the organisation of secondary schools |  | √ |
| Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information | √ |  |
| Knowledge of the rights and responsibilities of parents |  | √ |
| The ability to liaise with and gain the confidence of all school staff | √ |  |
| A clear understanding of the factors which lead to educational disaffection young people | √ |  |
| Knowledge and understanding of strategies to remove barriers to learning in young people. | √ |  |
| Knowledge of the range of additional support / agencies available for students |  | √ |
| Good ICT skills | √ |  |
| The ability to work flexibly | √ |  |
| Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life | √ |  |
| The ability to find creative and imaginative solution to problems |  | √ |
| The ability to produce detailed, concise evaluative reports | √ |  |
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| **Attitudes** |  |  |
| A commitment to and an enthusiasm for the post | √ |  |
| Adaptability and a professional approach to the responsibilities of the post | √ |  |
| An eagerness to gain experience, expertise and professional development through this position | √ |  |