

## PERSON SPECIFICATION

**Post: Progress Coach**

	Criteria	Assessment Basis
<b>Qualifications:</b>	<u>Essential</u> Level 3 qualifications Full driving licence  <u>Desirable</u> A degree or post graduate qualification	Application
<b>Professional Experience &amp; Understanding:</b>	<u>All Essential</u> Understanding of: <ul style="list-style-type: none"> <li>• Knowledge of equal opportunities, Special Educational Needs and Safeguarding</li> <li>• Some knowledge of the theory and practice of providing effectively for the individual needs of students</li> </ul> Experience: <ul style="list-style-type: none"> <li>• Experience of working effectively with children/ young people</li> <li>• Experience of providing academic support to students</li> <li>• Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare</li> <li>• Experience of undertaking a range of clerical duties</li> <li>• Experience of promoting, observing and reporting on student performance and development</li> <li>• Management Information Systems e.g. SIMS</li> </ul>	Application and Interview

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**Post: Progress Coach**

	Criteria	Assessment Basis
<b>Professional Abilities:</b>	<u>All Essential</u>  Ability to communicate effectively to a variety of audiences Ability to persuade and influence Ability to communicate complex ideas simply to a wide range of audiences Ability to plan effectively Ability to evaluate Ability to provide comprehensive reports Ability to manage time effectively and meet deadlines Ability to work effectively with stakeholders and within a corporate environment	Application, Interview and Reference
<b>Personal Qualities:</b>	<u>All Essential</u>  Honesty and Integrity  Discretion  Flexibility  Resilience  Commitment to making a difference  Excellent inter-personal skills	Interview and Reference

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.