PERSON SPECIFICATION

Job Title: IEU Co-ordinator   **Job No:**

Grade: GR2   **Division:**

No of Post: **Section:**

Method of Assessment (M.O.A.)
A.F. = Application Form;   I = Interview;   T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Knowledge of child development. An insight into the needs of young children	AF/I
	Experience of supervising pupils and managing behaviour	AF/I
	Able to work with other professionals within the school. Good knowledge of school system	AF/I
	Experience of working within a school	AF/I
	Knowledge of the school curriculum and the expectations of pupils	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Numerate and literature to GCSE standard in English and Maths	AF/I
	High standard of communication, both verbal and written including appropriate record keeping	AF/I
	Ability to facilitate discussion and lead small group sessions	AF/I
	Good networking skills within a framework of awareness of issues of confidentiality, risk and human rights legislation	AF/I
	Be well organised and work co-operatively with others.	AF/I
	Be self-motivated, enthusiastic, creative and	AF/I

	adaptable	AF/I
	Work independently of others	I
	This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.	
TRAINING	Training in behaviour management or similar	AF/I
	Supervisory skills	AF/I
EDUCATION/ QUALIFICATIONS **NB Full regard must be paid to overseas qualifications**	All applicants must be numerate and literate and educated to GCSE standard.	AF
OTHER	An understanding of equal opportunities	AF/I
	Commitment to anti-discriminatory practice	AF/I
	Emphatic, patient, supportive, diplomatic. Wiling to learn.	AF/I
	Enjoy being with pupils	AF/I
CONTRA INDICATION		

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE TRUST's EQUAL OPPORTUNITIES POLICY

COMPILED BY: _____   DATE: _____

(Shortlisting/Interviewing Panel): _____   DATE: _____