



**Key Stage 4 Learning Co-Ordinator - PERSON SPECIFICATION**

CRITERIA	ESSENTIAL / DESIRABLE	EVIDENCE
<b>SAFEGUARDING</b>		
Ability to safeguard and promote the welfare of children and young people, have a good understanding of the safeguarding agenda and show a personal commitment to safeguarding	E	Application/Reference/ Interview
<b>EXPERIENCE AND QUALIFICATIONS</b>		
GCSE grade C or above, including English and Maths (or equivalent qualification)	E	Application / Certificates
Relevant degree or professional qualifications	D	Application / Certificates
Experience of student mentoring or coaching	E	Application / Reference / Interview
Experience of working with Key Stage 4	E	Application / Reference
Excellent ICT skills, including working knowledge of Microsoft packages	E	Application / Reference
A demonstrable record of success in previous roles	E	Application / Reference / Interview
An up to date knowledge of the national curriculum	E	Application / Reference / Interview
Understanding of the Data Protection Act	E	Application letter / Interview / Reference
Experience of using data to formulate a picture of student progress and create action plans based upon accurate manipulation of this data	D	Application letter / Interview / Reference
<b>PERSONAL QUALITIES</b>		
Strong commitment to the values and ethos of a school and the ability to promote them	E	Application letter / Interview / Reference
Ability to manage students in a confident and caring manner	E	Application letter / Interview / Reference
Ability to develop and model a growth mindset	E	
Articulate, with excellent communication skills	E	Application letter / Interview / Reference
Good organisational skills and record of excellent timekeeping	E	Application letter / Interview / Reference

Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance	E	Application letter / Interview
Good attendance and punctuality record	E	Reference
Clear expectations and a clear view of what high standards and performance looks like	E	Application letter / Interview
Ability to communicate effectively with students, staff and parents	E	Application / Reference / Interview
To work collaboratively and constructively as a member of a team and to support colleagues as required	E	Application / Reference / Interview