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**PERSON SPECIFICATION – Learning Co-ordinator**

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| BA Hons, BSc, PGCE, GTP, or equivalent | \* |  |
| Masters |  | \* |
| ICT qualification eg ECDL |  | \* |
| **PERSONAL QUALITIES** |  |  |
| Excellent interpersonal and communication skills | \* |  |
| Enthusiasm / Commitment | \* |  |
| Ability to work well on own initiative and as part of a team | \* |  |
| Excellent organisational skills | \* |  |
| Ability to prioritise work and multi-task | \* |  |
| Strong role model for students & staff | \* |  |
| Professional and friendly manner | \* |  |
| **KNOWLEDGE & UNDERSTANDING** |  |  |
| Knowledge & application of AFL / Enterprise Education | \* |  |
| Outstanding subject knowledge | \* |  |
| Understanding of data and ability to use it effectively to enhance student performance | \* |  |
| Participation in professional development and developing others | \* |  |
| **LEADERSHIP SKILLS** | \* |  |
| Approachable and sensitive to the needs of others | \* |  |
| Ability to motivate and inspire colleagues | \* |  |
| Ability to deal with ‘difficult’ situations effectively | \* |  |
| Calm and positive approach | \* |  |
| Experience of leading a department |  | \* |
| Experience of leading a multi-disciplined team |  | \* |