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| **Curriculum Support Officer – Person Specification** |

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| **Education and Qualifications** | **Essential** | **Desirable** | **Assessment** |
| English and Mathematics GCSE or equivalent | **✓** |  | **A** |
| Degree or other higher education equivalent |  | **✓** | **A** |
| Commitment to personal/professional development | **✓** |  | **I** |

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| **Experience** | **Essential** | **Desirable** | **Assessment** |
| Relevant experience of working with young people aged between 11-19  | **✓** |  | **A/I** |
| Experience of working in an educational setting | **✓** |  | **A/I** |
| Ability to persuade, influence and gain co-operation | **✓** |  | **A/I** |
| Working knowledge of relevant policies and awareness of relevant legislation |  | **✓** | **A/I** |
| Working knowledge of relevant learning programmes/strategies |  | **✓** | **A/I** |
| Knowledge of safeguarding  |  | **✓** | **A/I** |
| Managing student behaviour  | **✓** |  | **A/I** |
| Experience of health and safety issues in the workplace relating to equipment, materials and working practices | **✓** |  | **A/I** |
| Liaison with senior managers and external stakeholders | **✓** |  | **A/I** |
| Use of ICT including management information systems | **✓** |  | **A/I** |

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| **Skills and Attributes** | **Essential** | **Desirable** | **Assessment** |
| Ability to establish good working relationships and effective teamwork | **✓** |  | **A/I** |
| Excellent numeracy/literacy skills | **✓** |  | **A/I** |
| Excellent written and oral communication skills | **✓** |  | **A/I** |
| Excellent time management skills and the ability to remain calm under pressure | **✓** |  | **A/I** |
| Able to relate well to students and adults | **✓** |  | **I** |
| Able to respond effectively to problems | **✓** |  | **A/I** |
| Knowledge and experience of using ICT including Microsoft packages such as Office with the ability to use them effectively to support learning | **✓** |  | **A/I** |
| Ability to use own initiative and work independently | **✓** |  | **A/I** |
| Excellent role model for staff and students | **✓** |  | **I** |

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| **Personal Qualities** | **Essential** | **Desirable** | **Assessment** |
| Highly motivated and self-reliant | **✓** |  | **A/I** |
| Positive and energetic approach towards work | **✓** |  | **I** |
| High level oral and written communication | **✓** |  | **A/I** |
| Excellent interpersonal skills and professional demeanour in all contexts | **✓** |  | **I** |
| Ability to be reflective and self-critical | **✓** |  | **I** |
| Calm and focussed under pressure | **✓** |  | **A/i** |
| High standards of professionalism, confidentiality and discretion | **✓** |  | **A/I** |
| Reliable with an excellent record of attendance, punctuality and flexibility when required | **✓** |  | **A/I** |

**Assessment Key: I -** Interview **A -** Application Form