

PERSON SPECIFICATION MENTAL HEALTH SUPPORT COORDINATOR

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/ Tasks
What educational background is required? e.g. GCSE/degree level etc	♦ Degree (or equivalent)		✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional qualifications required? E.g. teaching, secretarial, qualifications	♦ Due to the nature of this post a variety of professional qualifications may be deemed suitable. Eg teaching, recognised vocational diploma and certificate, mental health first aid.		✓ ✓	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? eg similar experience or responsibilities in Education	♦ Ability to demonstrate experience of working in a role supporting students ♦ 3 year experience of working with 16-18 year olds in a support role ♦ Able to support students with mental health needs ♦ Willingness to work with students with range of support requirements ♦ Experience of working with 16-18 year old students with mental health difficulties including liaison with external agencies	✓ ✓ ✓ ✓ ✓		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Does the job require specialist knowledge or skills? eg legislation, policy-making, supervisory experience, clerical skills	♦ Ability to establish effective working relationships with staff at all levels across the College and with outside agencies ♦ Ability to present information effectively, both in writing and orally with groups and individuals ♦ Flexibility and a capacity to work to meet deadlines and achieve goals successfully ♦ High level of organisational skills	✓ ✓ ✓ ✓		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
What personal qualities are required? Eg enthusiasm, initiative, team working skills	♦ Ability to relate to a wide range of people and work effectively as a member of a team ♦ Commitment to long term success of the College and personal vision which relates to this ♦ Commitment to quality of service and the ability to ensure that systematic quality improvement procedures are built and implemented ♦ Caring for the needs of the individual within a learning context ♦ An ability to influence and motivate students ♦ Prepared to listen and invite others' views and to build consensus	✓ ✓ ✓ ✓ ✓ ✓		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> ♦ Creativity, imagination and vision in the context of supporting learning 		✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any unusual job requirements? Eg evening/weekend duties, Governor liaison	<ul style="list-style-type: none"> ♦ Liaison with Schools ♦ Attendance at marketing events 	✓ ✓		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>