**PERSON SPECIFICATION FOR THE POST OF**

**KEY STAGE CO-ORDINATOR - SCIENCE**

**HURSTMERE SCHOOL**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Education and Training** | | | |
| Educated to Degree level or equivalent in a Science subject | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Cert |
| Teaching qualifications | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Cert |
| Evidence of participation in external professional development within the last 3 years | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Int |
|  | | | |
| **Experience** | | | |
| Evidence of successful teaching in a mainstream school (11 to 16) across ability range | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App |
| Full-time professional teacher experience | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App |
| Experience of the role of a form tutor |  | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) | App |
|  | | | |
| **Aptitudes (Abilities and Skills)** |  |  |  |
| Good understanding of the skills required as an effective teacher. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Sound understanding of educational initiatives. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Good understanding of skills needed for successful leadership and team management. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Understanding of how to track and monitor pupil progress. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Proven track record of implementing successful behaviour management strategies. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Ref |
| Willing to learn new skills | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Int |
| Prepared to undergo further training. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Good communication skills, orally and in writing. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Able to relate and interact with young people. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Good inter personal skills and able to work in a team. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Ability to work to deadlines. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| Good organisational and administrative skills. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int/Ref |
| ICT literate. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App |
| Good understanding of the recent curriculum changes at KS4. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Int |
| Ability to speak English with confidence and accuracy, using accurate sentence structure and vocabulary. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int |
| Ability to choose the right kind of English vocabulary for the situation in hand without a great deal of hesitation. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int |
| Experience of teaching the new reformed GCSE. |  | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) | App/Int |
| Experience of being an examiner/moderator. |  | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) | App/Int |
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| **Additional Requirements** |  |  |  |
| Personal commitment. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Int |
| Prepared to take responsibility and use initiative. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int |
| Calm and able to manage difficult situations. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int |
| Energy and enthusiasm. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int |
| Willingness to contribute to the wider life of the school. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App/Int |
| Reliable. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App |
| Good health record. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | Int |
| Punctual. | [Image result for black tick symbol](https://www.bing.com/images/search?view=detailV2&ccid=279W8I6r&id=9E5D67BC588530E43A06F47FBC718EDEB68529A3&thid=OIP.279W8I6raFXv8pulMwJATgHaHa&q=black+tick+symbol&simid=608013504035622200&selectedIndex=0) |  | App |

**App – Application Int – Interview Ref – Reference**