

## PERSON SPECIFICATION



**POST TITLE:** **CLA Co-ordinator**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Minimum education standard of 5 GCSEs including English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Relevant qualification in education, social work, or related field.</li><li>• Evidence of professional development relevant to this role.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working with children and young people</li><li>• Experience in coordinating educational or pastoral support.</li></ul>	<ul style="list-style-type: none"><li>• Experience working with children and young people who are looked after (or from other disadvantaged groups e.g SEND or Pupil premium)</li></ul>
<b>Ability/Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication and organisational skills.</li><li>• Ability to work collaboratively with teachers, parents, and external agencies.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of effective intervention strategies for supporting LAC students. (or those from other disadvantaged groups e.g SEND or Pupil premium)</li><li>• Experience of SIMS database</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Able to establish a rapport with students and parents/carers</li><li>• Enjoy working in a busy environment with the ability to remain calm under pressure whilst prioritising effectively</li><li>• Be pro-active and self-motivated</li><li>• Commitment to maintaining confidentiality at all times.</li><li>• Good sense of humour</li><li>• Team player</li><li>• Committed to equal opportunities and safeguarding practices</li></ul>	<ul style="list-style-type: none"><li>• Keen interest in all aspects of school life</li></ul>