**Person Specification – Curriculum Assistant**

**Method of Assessment\* I - Interview, T - Task/Presentation, A - Application Form, E - Evidence**

|  |  |  |
| --- | --- | --- |
| **Education and Professional Qualifications** | **Essential/****Desirable** | **Method of Assessment** |
| Strong academic record, including English and Maths GCSE at Grade C or equivalent | E | A, E |
| Current full driving licence | D | A, E |
| Current First Aid Certificate | D | A, E |
| Approved Mini Bus driver | D | A, E |

|  |  |  |
| --- | --- | --- |
| **Experience and Skills** | **Essential/****Desirable** | **Method of Assessment** |
| Recent experience in either employment or leisure pursuits indicating successful relationships with children and young people in the age range 11-18 years | E | A, I, T |
| Experience of using computer software packages Microsoft Word and Excel or equivalent | D | A, I  |

|  |  |  |
| --- | --- | --- |
| **Job related abilities** | **Essential/ Desirable** | **Method of Assessment** |
| Be computer literate with proven IT skills including regular use of Microsoft Office, Word, Excel, PowerPoint and email | E | A, I, R |
| Organisational skills | E | A, I, E |
| Ability to work within a team and on own initiative | E | A, I |
| Ability to work within College policies and procedures with an awareness of equal opportunities | E | A,I |
| Good presentation skills | E | A, I |
| Good report writing skills | E | A, I  |
| Good communication skills | E | A, I |
| Ability to engage with challenging students and act as a role model | E | A, I |
| Willingness to learn and undertake an intensive programme of professional development | E | A, I |