

## PERSON SPECIFICATION- Alternative Provision Coordinator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Relevant level 2/3 qualification e.g.: <ul style="list-style-type: none"> <li>▪ Level 2 Support Work in Schools</li> <li>▪ Level 2 Supporting Teaching and Learning in Schools</li> </ul>	<b>D</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> First Aid qualified (or willing to qualify)	<b>E</b>	
<input type="checkbox"/> A thorough and up to date understanding of child protection and safeguarding	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience of working with young people in schools or similar settings	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Experience of working with parents/carers to support the needs of young people	<b>E</b>	
<input type="checkbox"/> Experience of working successfully with young people between the ages of 3 - 19	<b>E</b>	
<input type="checkbox"/> Experience of working with external agencies	<b>E</b>	
<input type="checkbox"/> Experience of recent CPL	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A commitment to raising standards for all young people at Excelsior Academy	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Ability to motivate and manage young people of all abilities	<b>E</b>	
<input type="checkbox"/> Ability to communicate effectively with adults and young people through written and verbal communication	<b>E</b>	
<input type="checkbox"/> Ability to work sympathetically yet purposefully with challenging young people	<b>E</b>	
<input type="checkbox"/> Ability to take the initiative	<b>E</b>	
<input type="checkbox"/> An excellent team member	<b>E</b>	
<input type="checkbox"/> Willingness to develop new skills	<b>E</b>	

<input type="checkbox"/> A commitment to inclusion and raising educational standards for all young people at Excelsior Academy	<b>E</b>	
<input type="checkbox"/> A positive outlook and attitude		
<input type="checkbox"/> Ability to work independently as a lone worker on occasion	<b>E</b>	
<input type="checkbox"/> Ability to plan, prioritise and evaluate	<b>E</b>	
<input type="checkbox"/> Ability to motivate and engage with young people of all abilities	<b>E</b>	
<input type="checkbox"/> Ability to manage young people of all abilities	<b>E</b>	
<input type="checkbox"/> Ability to communicate calmly and effectively with young people	<b>E</b>	
<input type="checkbox"/> Ability to work sympathetically, yet purposefully with challenging young people	<b>E</b>	
<input type="checkbox"/> Self-motivation, initiative and resilience	<b>E</b>	
<input type="checkbox"/> To be approachable, understanding and patient	<b>E</b>	
<input type="checkbox"/> Able to diffuse challenging situations	<b>E</b>	
<input type="checkbox"/> Able to offer high quality support to pupils, staff and parents/carers	<b>E</b>	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the academy together with high standards of education, care and behaviour	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	