

**PERSON SPECIFICATION**

**KS4 Learning Coach – Grade 4**

**Start Date:**

| <b>CRITERIA</b>                        | <b>ESSENTIAL</b>  | <b>M.O.A.</b>  |
|--|---|--|
| <b>EDUCATION/<br/>QUALIFICATIONS</b>   | <ul style="list-style-type: none"> <li>A* - C in GCSE English and Maths or equivalent</li> </ul>  | AF/I   |
| <b>EXPERIENCE</b>                      | <ul style="list-style-type: none"> <li>Experience of behaviour and attendance</li> <li>To have worked for a minimum of 2 years with young people</li> <li>Experience of record keeping</li> <li>Experience of working with parents, carers and external agencies</li> </ul>   | AF/I<br>AF/I<br>AF/I<br>AF/I                                 |
| <b>PERSONALITY AND<br/>DISPOSITION</b> | <ul style="list-style-type: none"> <li>To have a pleasant manner.</li> <li>To be an excellent team player.</li> <li>Able to support, influence and motivate others.</li> <li>Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds.</li> <li>Able to remain calm under pressure and manage conflicting demands.</li> <li>Able to manage and prioritise a diverse and demanding workload.</li> <li>Excellent organisational and time management skills.</li> <li>Ability to work with an attention to detail and a commitment to the highest possible quality standards.</li> <li>Ability to work with tact and diplomacy.</li> </ul> | I<br>AF/I<br>AF/I<br>I<br>I<br>I<br>I<br>AF/I<br>AF/I        |
| <b>SKILLS AND ABILITIES</b>            | <ul style="list-style-type: none"> <li>Demonstrate enthusiasm, conviction and clarity when presenting ideas.</li> <li>Good written and oral communication skills</li> <li>Proven organisational skills</li> <li>Understanding of the need for confidentiality</li> <li>Patience and the ability to deal with a wide range of demands from a variety of people.</li> <li>Polite, pleasant and efficient telephone manner</li> <li>Flexible attitude towards day to day tasks</li> <li>Ability to work effectively as part of a team.</li> <li>Ability to work with a minimum of supervision</li> </ul>   | AF/I<br>AF/I<br>AF/I<br>AF/I<br>AF/I<br>AF/I<br>AF/I<br>AF/I |
| <b>TRAINING</b>                        | <ul style="list-style-type: none"> <li>Willing to undertake job related training</li> </ul>   | AF/I   |
| <b>PHYSICAL REQUIREMENTS</b>           | <ul style="list-style-type: none"> <li>Good attendance/punctuality record</li> <li>Professional appearance.</li> </ul>  | AF/I   |

|                           |   |    |
|---------------------------|---|----|
| <b>CONTRA INDICATIONS</b> | <ul style="list-style-type: none"><li>• Criminal convictions involving offences against children.</li></ul> | AF |
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**Method of Assessment (M.O.A.)**

**A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation**

**Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.**

**June 2024**