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| **Curriculum Support Officer: Person Specification** | | |
| **Education and Qualifications** | **Criteria** | **Assessment** |
| Attainment of GCSE grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education) | E | A |
| Education degree /Diploma level | D | A |
| Commitment to personal/professional development | D | I |
| **Experience** | **Criteria** | **Assessment** |
| Relevant experience of working with young people aged between 11-19 | E | A,I |
| Experience of working in an educational setting | E | A,I |
| Ability to persuade, influence and gain co-operation | E | A,I |
| Liaison with senior managers and external stakeholders | E | A,I |
| **Knowledge and Skills** | **Criteria** | **Assessment** |
| Working knowledge of relevant policies and awareness of relevant legislation | D | A,I |
| Working knowledge of relevant learning programmes/strategies/subject areas | D | A.I |
| Knowledge of safeguarding & associated procedures | D | A.I |
| Excellent written and oral communication skills | E | A,I |
| Able to respond effectively to problems | E | A,I |
| **Personal Qualities** | **Criteria** | **Assessment** |
| Ability to communicate with a variety of people | E | A, I |
| Meet deadlines whilst working under pressure | E | A, I |
| Managing Student Behaviour | E | A,I |
| Self-motivated and able to work constructively as part of a team | E | A, I |
| Ability to work confidently on own | E | A, I |
| Ability to establish good working relationships with pupils, families and external agencies | E | A, I |
| High standards of professionalism, confidentiality and discretion | E | A, I |

**Criteria Key Assessment Key**

**E Essential A Application Form**

**D Desirable I Interview**