

WALBOTTLE CAMPUS – Person Specification

Year Coordinator [Welfare] N6

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 3 qualification in relevant subject. 	<ul style="list-style-type: none"> Degree level qualification in relevant subject. Further professional qualification, evidence of further study.
Experience	<ul style="list-style-type: none"> Supporting students' welfare at secondary level. Knowledge of School Welfare/Pastoral systems Leading/promoting Independent Learning. Experience of coaching/mentoring. Multi agency working 	<ul style="list-style-type: none"> Knowledge/experience of supporting monitoring and evaluating student performance. Knowledge and understanding of the transition process.
Professional Development	<ul style="list-style-type: none"> Relevant CPD over last three years. 	<ul style="list-style-type: none"> Knowledge/Experience of planning, supporting and leading professional development for teaching and/or support staff.
Skills	<ul style="list-style-type: none"> Ability to communicate effectively orally and in writing. Ability to form good relationships with parents, adults and students. Ability to work collaboratively within a team and when necessary, resolving conflict. The ability to interpret and use data as a tool for school improvement. 	<ul style="list-style-type: none"> Good time Management Proven ability to create conditions for sustained improvement. The ability to use ICT creatively to promote student engagement and achievement. The ability to develop data management tools.
Personal Qualities	<ul style="list-style-type: none"> Sense of humour and perspective Enthusiastic. Inspires others. Approachable. The ability to be a positive team member as well as team leader. 	
Knowledge and Competence	<p>To demonstrate:</p> <ul style="list-style-type: none"> Strategies for ensuring inclusion and diversity Knowledge of Self review and evaluation procedures [whole school/departmental/year]. 	<p>To demonstrate:</p> <ul style="list-style-type: none"> Strategies for supporting welfare and achieving excellence. Sound knowledge of current national policies.

		<ul style="list-style-type: none"> • Experience of Self review and evaluation procedures [whole school/ departmental/ year]. • Identification and intervention strategies which ensure student achievement.
Understanding	<ul style="list-style-type: none"> • Use of a wide range of intervention strategies to support student welfare. 	<ul style="list-style-type: none"> • Understanding and experience of the work of the school governors.
Other Qualities	<ul style="list-style-type: none"> • Inspire, challenge, motivate and empower others to carry the vision forward. • Model the vision and values of the school. • Demonstrate personal enthusiasm for and commitment to the learning process. • Access, analyse and interpret information. • Resilience. • Loyalty to the Leadership Team and the Governing Body. 	