

# PERSON SPECIFICATION

|                   |                        |                      |                  |
|-------------------|------------------------|----------------------|------------------|
| <b>Job Title:</b> | Year Group Coordinator | <b>Reporting to:</b> | Pastoral Manager |
| <b>Salary:</b>    | Grade 4a               | <b>Location:</b>     | Arena Academy    |

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Education, Training and Qualifications</b>  |           |           |
| • Degree or equivalent   |           | X         |
| • Masters in a relevant subject area   |           | X         |
| • Evidence of and commitment to continuing professional development  | X         |           |
| • Driving Licence  | X         |           |
| <b>Experience, Knowledge, Skills/Competencies</b>  |           |           |
| • Successful school experience with experience of supporting students across the age and ability range.  | X         |           |
| • Demonstrating a strategic leadership style that is characterised by integrity, resilience, and clarity. Understand how to empower all students to excel. | X         |           |
| • Knowledge and understanding of supporting students in all areas of school life.  | X         |           |
| • Make effective use of ICT across all areas of school when working to support students.   | X         |           |
| • Communicate effectively both verbally and in writing, to a range of abilities.   | X         |           |
| • Leading on whole school initiatives.   | X         |           |

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Developing Literacy and Numeracy and High Ability Provision</b>   |           |           |
| <ul style="list-style-type: none"> <li>• Be committed to developing literacy, oracy, and numeracy skills across the subjects.</li> <li>• In depth knowledge of best practice, the use of the latest technologies, to support student learning.</li> </ul>  | X         | X         |
| <b>Personal Attributes</b>   |           |           |
| <ul style="list-style-type: none"> <li>• Resilience, the ability to work under pressure and be able to meet deadlines.</li> <li>• Ability to think strategically, creatively and to prioritise.</li> <li>• Excellent communication skills (including written, oral and presentation skills).</li> <li>• Excellent interpersonal skills.</li> <li>• A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.</li> </ul> | X         | X         |

### How to apply

For further information about this exciting opportunity, or an informal discussion please contact [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk).

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your expression of interest to [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk).

For more information visit our website, [CORE-education.co.uk/work-with-us](http://CORE-education.co.uk/work-with-us)

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

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