

Transition Co-ordinator Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

	Essential	Desirable	Evidence
Qualifications			
A relevant degree and/or equivalent qualification	✓		A/C
Qualified Teacher Status	✓		A/C
Training on leadership and management		✓	A/I
Skills and Experience			
Consistent record of high quality teaching	✓		A/I/R
Leadership of a pastoral team	✓		A/I/R
Evidence of impact on student outcomes	✓		A/I/R
Evidence of working across different key stages	✓		A
Experience of presenting ideas to a range of audiences including students, parents/carers and governors.	✓		A/I
Evidence of the effective use of self-evaluation and development planning	✓		A/I
Current knowledge of the most effective teaching, learning and behaviour management strategies	✓		A/I
Excellent written and verbal communication skills	✓		A/I
Evidence of overseeing and implementing change effectively		✓	A/I
An understanding of different leadership and management models and strategies		✓	I
Evidence of a wider contribution to whole school development/improvement		✓	A/I
Secondary teaching experience	✓		A/I
Understanding of safeguarding procedures	✓		A/I
Evidence of effective use of performance management		✓	A/I
Experience supporting behaviour and wellbeing	✓		A/I
Knowledge			
Experience of interpreting educational data and using it to raise standards	✓		A/I
Knowledge of the current Ofsted inspection framework and its implications	✓		A/I
Awareness of the use of a variety of IT systems to track progress and performance		✓	A/I
Personal Qualities and attributes			
A personal commitment to quality and excellence in learning and teaching	✓		A/I
Innovative, creative, reflective and analytical	✓		I
Ability to meet deadlines, prioritise and to work under pressure	✓		A/I
Ability to be a role model for students and staff	✓		I
Well-developed interpersonal skills	✓		I
Ability to challenge as well as support, where appropriate	✓		I
Evidence of the capacity to respond to changing needs with a clear vision and purpose		✓	I
Ability to self-evaluate learning needs and willingness to participate in development and training opportunities	✓		A/I
A willingness to seek specialist advice and awareness of where to seek it	✓		A/I

Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection	✓		A/I
Strong leadership and communication skills	✓		A/I
Ability to motivate and guide a tutor team	✓		A/I
Emotional intelligence and resilience	✓		A/I
Strong organisational ability and data-informed decision-making	✓		A/I
Show respect and promote the School's CHARACTER values	✓		A/I