



**RIDGEWOOD
SCHOOL**

**PERSONALISED LEARNING COORDINATOR
PERSON SPECIFICATION**

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> Willingness and ability to obtain and/or enhance qualifications and training for development in the post 		Application
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Experience of working as part of a team 	<ul style="list-style-type: none"> Successful experience in working with young people Experience working in a busy school or college environment Experience of invigilating examinations 	Application Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> High levels of literacy Able to work in and adapt to a fast-paced, changing environment Ability to handle confidential information Able to work collaboratively with others Able to communicate clearly and confidently using a range of channels Self-motivated with the ability to work with minimal supervision Excellent organisational skills Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> Knowledge of Word and Excel and other office programs Knowledge and understanding of the examination system in England 	Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders Demonstrate integrity, fairness and consistency in all working practices Ability to be flexible A supportive and empathetic approach to students 		Application Interview References
<p>The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service</p>			