

Curriculum Support Officer – Person Specification

Education and Qualifications	Essential	Desirable	Assessment
English and Mathematics GCSE or equivalent	✓		A
Degree or other higher education equivalent		✓	A
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
Relevant experience of working with young people aged between 11-19		✓	A/I
Experience of working in an educational setting		✓	A/I
Ability to persuade, influence and gain co-operation	✓		A/I
Working knowledge of relevant policies and awareness of relevant legislation		✓	A/I
Working knowledge of relevant learning programmes/strategies/subject areas		✓	A/I
Knowledge of safeguarding & associated procedures		✓	A/I
Experience of managing student behaviour		✓	A/I
Experience of health and safety issues in the workplace relating to equipment, materials and working practices	✓		A/I
Liaison with senior managers and external stakeholders	✓		A/I
Use of ICT including management information systems	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Excellent numeracy/literacy skills	✓		A/I
Excellent written and oral communication skills	✓		A/I
Excellent time management skills and the ability to remain calm under pressure	✓		A/I
Able to relate well to students and adults	✓		I
Able to respond effectively to problems	✓		A/I
Knowledge and experience of using ICT including Microsoft packages such as Office with the ability to use them effectively to support learning	✓		A/I
Ability to use own initiative and work independently	✓		A/I
Excellent role model for staff and students	✓		I

Personal Qualities	Essential	Desirable	Assessment
Highly motivated and self-reliant	✓		A/I
Positive and energetic approach towards work	✓		I
High level oral and written communication	✓		A/I
Excellent interpersonal skills and professional demeanour in all contexts	✓		I
Ability to be reflective and self-critical	✓		I
Calm and focussed under pressure	✓		A/i
High standards of professionalism, confidentiality and discretion	✓		A/I

Reliable with an excellent record of attendance, punctuality and flexibility
when required



A/I

Assessment Key: I - Interview A - Application Form