



**RIDGEWOOD
SCHOOL**

**PERSONALISED LEARNING COORDINATOR
PERSON SPECIFICATION**

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	GCSE English and Maths grade C or above (or equivalent) Willingness and ability to obtain and/or enhance qualifications and training for development in this post.	Level 3 qualifications (A level, BTEC or similar)	Application Form Certificates Interview
RELEVANT EXPERIENCE	Experience of working in an educational and/or social care setting with young people. Effective communication with children, carers and other professionals. Ability to display an understanding of social/welfare issues as they affect children, families and schools. Ability to work on own initiative within departmental protocols/procedures. Ability to deal with difficult situations. Significant experience of work within a school attendance related role. Experience of analysing data for monitoring and improvement purposes.	Experience in working within statutory/voluntary agencies dealing with children and families.	Application Form References Interview
KNOWLEDGE AND SKILLS	Understanding of the administration requirements of a school. Good inter-personal skills including mediation and conflict resolution. Demonstrate awareness of legislation relating to school attendance. Demonstrate awareness of legislation relating to the welfare and protection of children. Demonstrate awareness of risk Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting. High level IT skills, able to use spreadsheets and databases to a high level. Ability to analyse data to spot trends, patterns and anomalies and present data in ways that are appropriate and understandable for the audience. Ability to communicate effectively both orally and in writing. Ability to work under pressure and to deadlines. Able to work in and adapt to a fast-paced, changing environment. Able to problem solve and develop solutions. Ability to handle confidential information. Effective time management skills and able to take responsibility for workload and to prioritise tasks. Able to work collaboratively with others.	Knowledge and understanding of school based computer systems and Microsoft Office. Knowledge of Data Protection.	Application Form References Interview



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PERSONAL CHARACTERISTICS	Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders. Demonstrates integrity, fairness and consistency in all working practices. Motivated and commitment to continuous improvement. Ability to plan and prioritise own workload and manage conflicting demands. Good level of attendance. Reliability and willingness to be flexible.		Application Form References Interview
The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service			