

Person Specification

Post: Raising Achievement Officer (Key Stages 3 & 4)

Grade: Bucks Pay range 3

Responsible to: Interventions Lead

Hours: 37 hours

	Essential	Desirable	Evidence
Knowledge, Experience and Qualification			
'A' Level education and/or at least 3 years work experience at this level OR NVQ Level 3 or equivalent Open College Network Level 3	✓		Application
Degree level qualification	✓		Application
GCSE English (min 'C' grade) or equiv	✓		Application
GCSE Maths (min 'C' grade) or equiv	✓		Application
GCSE's (min 'C' grades) or equiv, in other subjects		✓	Application
Ability to use ICT	✓		CV/Interview
Designated Safeguarding Lead Trained – must be willing to undertake this training and act as one of the Deputies DSLs		✓	Application/Interview
Relevant skills and aptitude			
Ability to support students at KS3,4 & 5	✓		Reference/Int
Ability to work independently	✓		Reference/Int
Excellent oral communication skills with students, parents/carers and colleagues	✓		Interview
Ability to work independently	✓		Reference/Int
Ability to earn respect of students and staff quickly	✓		Reference/Int
Ability to apply school sanction and reward systems	✓		Interview
Creative approach to problem solving and conflict resolution	✓		Reference/Int
Good written communication skills	✓		Application Letter/Int
Understanding of the learning process	✓		Interview
Ability to deal appropriately with challenging students and parents		✓	Interview
Demonstrated ability to improve school systems through appropriate channels		✓	Interview

Personal Qualities			
Enthusiastic and approachable	✓		Interview
Sense of humour			
Good interpersonal skills inc. empathy	✓		Interview
Shows initiative and resilience	✓		Reference/Int
Sensitive to the needs and concerns of others	✓		Interview
Hardworking and conscientious	✓		Reference
Flexible and resilient approach	✓		Reference/Int
Strong team orientation	✓		Reference/Int
Keen to further professional development and skills	✓		Interview
Willingness to accompany school visits		✓	Interview
Willingness and ability to learn new software		✓	Interview
Ability to understand and support school vision	✓		Interview