



Person Specification: Year Co-ordinator

CRITERIA		E/D	Where Measured
Qualifications	Minimum NVQ level 3 or equivalent in relevant subject or area	E	A
Experience	Two years' experience in guiding and supporting young people in an educational, youth or social services context	E	A/I
	Working in partnership with a range of agencies	E	A/I
Knowledge	Barriers to learning	E	A/I/T
	Child development	E	A/I/T
	Child Protection and Safeguarding	E	A/I/T
	Key legislation, entitlements, obligations and powers of individuals engaged with children and young people	E	A/I/T
	Local services and resources for children, young people and their families	D	
Personal competencies, qualities and skills	Communicate effectively both orally and in writing		A/I/T
	Excellent ICT skills	E	A/I
	Excellent organisational and administration skills including attention to detail	E	A/I
	Prioritise effectively when under pressure	E	A/I/T
	Address a full year group	E	A/I
	Mentor, promote and maximise educational opportunities and achievements	E	A/I
	Establish good relationships with young people whilst setting firm boundaries	E	A/I
	Excellent interpersonal and listening skills when dealing with young people, colleagues and parents	E	I/T
	Demonstrate a positive attitude when dealing with challenging students.	E	I
Other Circumstances	Confident, polite and personable but also assertive and able to negotiate	E	I
	Flexibility will be required with working hours, e.g. Parents' Evenings	E	A/I
	Full driving licence	E	A
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	I

E = Essential, D = Desirable

Criteria measured: AF = Application Form, I = Interview, Task = T