PALM BAY PRIMARY SCHOOL

PERSONAL SPECIFICATION

**Qualifications**

* Minimum of three A-levels at A\*-C grade (or equivalent)
* Minimum of a grade 4 (or equivalent) in English and Maths at GCSE level

**Experience**

* Experience working with pupils of relevant age

**Knowledge**

* Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
* Working knowledge of effective teaching and learning and other relevant learning programmes/strategies
* Understanding of issues related to under-achievement and the barriers to learning that some pupils face

**Skills**

* Very good numeracy/communication/literacy skills
* Ability to write clear reports including analysis of data
* Effective use of ICT and other specialist equipment/resources
* Ability to plan and prioritise effectively to meet deadlines and targets
* Ability to act on own initiative and be well organised
* Ability to communicate effectively with pupils, adults, families and colleagues.
* Ability to work constructively as part of a team and independently understand classroom roles and responsibilities and own position within these.
* Ability to develop a school programme for learning mentor work and to collaborate with colleagues in developing an effective pupil support programme.
* Ability to facilitate multi-agency working