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**Curriculum Enrichment Coordinators**

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| **Person Specification** | |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous * Well organised * Cope with a demanding workload * Enthusiastic * Respond calmly and resolve challenges * Emotionally intelligent * Team player * Role model * Professional demeanour and attire * Self-reflective |
| **Desirable** |
| * Patient and good humoured * Effective presence with students * Committed to own professional development |
| **Knowledge & Skills** | **Essential** |
| * Good standard of general education * Self management skills * Time management skills * Effective communication skills * Basic ICT skills to include Microsoft Office and Web browsing |
| **Desirable** |
| * Creative approach to problem solving * Experience of working with young people * Knowledge and application of behaviour management strategies * Understand and comply with all school policies and procedures * First Aid Trained * Ability & willingness to drive the Mini Bus |
| **Specific Role Requirements** | **Essential** |
| * An understanding of how to support teachers through providing enrichment activities or resources * Work creatively and imaginatively * Good numeracy and literacy skills (minimum of a Level 2 qualification in English and Maths) * ICT programmes to include Office, SIMs, Online Testing systems and Fronter. |
| **Desirable** |
| * Additional qualifications in the specialist areas (e.g. careers) * Knowledge of the National Curriculum * Knowledge of relevant government policy such as business liaison or careers advice |
| **Experience** | **Essential** |
| * Working with children * Supporting team members to achieve key targets * Using detailed knowledge and specialist skills to support learning * Leading/Managing teams |
| **Desirable** |
| * Organising and managing an appropriate learning environment * Assisting the teacher to plan resources and activities * Monitoring student responses and adapting resources * Training colleagues |
| **Other** | **Essential** |
|  |
| **Desirable** |
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| It is an essential criterion for all staff to understand their safeguarding responsibilities:   * To be responsible for promoting and safeguarding the welfare of children and young people within the school * To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. | |

**Date: .........................................................**

**Signed: .........................................................**