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

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