



**PERSON SPECIFICATION**

**JOB TITLE:** LRC Co-ordinator

**GRADE:** NYCC Pay Band 6 pt 15 -19, 17.5 hours a week, term time only  
pro rata £6770.34 to £7492.09 - job share 50% Wed to Fri

| <b>Qualifications and Training</b>  |                   |                                 |                   |
|---|-------------------|---------------------------------|-------------------|
| <b>Essential</b>  | <b>Assessment</b> | <b>Desirable</b>                | <b>Assessment</b> |
| Good written and oral skills  | 1,3               |                                 |                   |
| Good numeracy and literacy skills   | 1,3               |                                 |                   |
| Good ICT/Technology skills to support learning.   | 1,3               |                                 |                   |
| Maths and English grade C or equivalent (or a willingness to undertake training to achieve equivalent qualifications) | 1,3               |                                 |                   |
| <b>Experience</b>   |                   |                                 |                   |
| <b>Essential</b>  | <b>Assessment</b> | <b>Desirable</b>                | <b>Assessment</b> |
| Working in a multi-disciplinary team  | 1,3               |                                 |                   |
| Working on your own initiative  | 1,3               | Working in a school environment | 1,3               |

| <b>Knowledge, Understanding &amp; Skills</b>   |                   |   |                   |
|--|-------------------|---|-------------------|
| <b>Essential</b>   | <b>Assessment</b> | <b>Desirable</b>  | <b>Assessment</b> |
| Good communication with adults and children  | 1,3               | Understanding of principles of child development and learning processes | 1,2,3             |
| Manage and organise people and resources to achieve identified goals   | 1,3               | Knowledge of a range of strategies to promote positive behaviour.       | 1,2,3             |
| Keep calm and professional when challenged   | 2,3               |   |                   |
| Write reports and keep accurate records  | 1,2,3             |   |                   |
| <b>Personal Qualities &amp; Other Requirements</b>   |                   |   |                   |
| <b>Essential</b>   | <b>Assessment</b> | <b>Desirable</b>  | <b>Assessment</b> |
| Commitment to own continuing professional development and continued learning   | 1,2,3             |   |                   |
| Ability to work to and meet deadlines  | 2                 |   |                   |
| Self-confidence, personal impact and presence  | 1,2,3             |   |                   |
| Optimism, resilience, creativity and innovation  | 1,2,3             |   |                   |
| The capacity and motivation to find solutions not problems   | 1,2,3             |   |                   |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people          | 2                 |   |                   |
| Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline | 1,2,3             |   |                   |
| A genuine enthusiasm for making a real contribution towards the ongoing success of Filey School                        | 1,2,3             |   |                   |

| <b>Equal Opportunities</b>  |                   |                  |                   |
|---|-------------------|------------------|-------------------|
| <b>Essential</b>  | <b>Assessment</b> | <b>Desirable</b> | <b>Assessment</b> |
| Commitment to supporting, upholding and implementing the policies of Filey School and NYCC to promote equal opportunities | 1,3               |                  |                   |

**Assessment:**

All aspects of the selection process will focus on the overall person specification. The following assessment key is only a guide as to where evidence might be identified.

- 1** Application form and/or written statement supporting application
- 2** References
- 3** Interview