

## Person Specification

### Post: Welfare Coordinator

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Grade 4 or above in English and mathematics (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Good honours degree</li> <li>Qualified Teacher Status</li> <li>First aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> <li>Teaching or mentoring in a secondary school</li> <li>Working in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>High expectations which motivate and challenge students</li> <li>Ability to construct successful relationships in order to manage behaviour</li> <li>Analytical thinker</li> <li>Maintain accurate and up to date records</li> <li>Maintain confidentiality at all times</li> <li>Commitment to safeguarding</li> <li>Microsoft Office, especially Excel, Outlook and Word</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Some understanding of how children learn</li> <li>Safeguarding procedures</li> <li>Use of data management system/s e.g. BROMCOM</li> <li>Pupil Premium funding and proven strategies for raising attainment</li> <li>Current educational policy</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to give, receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>