

Person Specification

Role	Literacy Coach	Last Reviewed	May 2023
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*. These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	Personal Qualities		
II2	Ability to organise your workload and prioritise accordingly	E	AF/SS/I
IC2	Good interpersonal skills	E	AF/I
	Ability to work as part of a team and on your own	E	AF
MC2	The ability to multi-task and prioritise	E	I
MC2	Good ability to maintain enhanced mental attention	E	SS/I
	Ability to inspire young people	E	AF/I
	Knowledge & Skills		
AS3	Good analytical skills and the ability to analyse complex information	E	AF/SS/I
ED3	Experience of working in a position which regularly required you to manage information in relation to safeguarding issues	E	AF/SS
IC2	Ability to support pupils to read, write and spell	E	AF/SS
K3	Good literacy and numeracy skills required	E	AF/SS
	Technical		
	An understanding of how children learn	D	AF/SS/I
	Excellent Communication Skills	E	AF/SS/I
	Experience		
	Successful experience of working with young people.	D	AF/SS
RPh4	Ability to demonstrate high levels of confidentiality and accuracy	E	AF/SS/I
	Qualifications		
	5 A*-C Grades GCSE including English and Maths	D	AF

	HLTA	D	AF
	English Higher Qualification	D	AF
	Exceptionally high level of literacy skills.	D	AF
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I