

**PERSON SPECIFICATION**

**Teaching Coordinator (Frontline Partnership)**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| Effective numeracy, literacy and word processing skills (GCSE Maths and English and ECDL, or equivalent). | Essential | Application Form |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Application Form/ Supporting Statements/ Interview |
| Advocate of student care including experience of dealing with a range of student queries/concerns in a professional manner. | Essential | Supporting Statements/ Interview |
| Experience of administrative processes and maintaining records (in a relevant environment). | Essential | Application Form/ Supporting Statements/ Interview |
| Ability to use various communication methods effectively and to present information in an accurate and appropriate format. | Essential | Application Form/ Supporting Statements/ Interview |
| Experience of computer systems, databases and spreadsheet packages. | Essential | Application Form/ Supporting Statements/ Interview |
| Ability to work in a team and have a flexible approach to work. | Essential | Application Form/ Supporting Statements/ Interview |
| Ability to work in a fast-paced environment. | Essential | Application Form/ Supporting Statements/ Interview |
| Experience of prioritising workload to meet competing deadlines. | Essential | Supporting Statements/ Interview |
| Experience of inputting/processing large amounts of data. | Desirable | Application Form/ Supporting Statements/ Interview |
| Experience of working with online learning platforms such as Moodle. | Desirable | Application Form/ Supporting Statements/ Interview |

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* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency-based interview questions, tests, presentation etc.