



Ministerium Tuum Imple Love | Serve | Do the best that is possible

Literacy Coach Person Specification

Essential (E) -Essential to be considered for appointment

Desirable (D)- Beneficial for the successful applicant

How assessed:

AF - Application form

SS - Supporting statement

I – Interview

Criteria	Essential/ Desirable	How assessed
Personal		
1. A genuine desire to help children to do the best that is possible	E	AF
2. Patience and empathy with children and other adults	E	AF
3. Optimism, enthusiasm, vision and creativity	E	AF
4. Determination and a 'can do' approach	E	AF
5. Reliability and consistency	E	AF
6. Adaptability and resilience	E	AF
7. Ability to work well as part of a team and individually	E	AF/I

8. Ability to take the initiative	E	AF/SS/I
9. Ability to relate to and inspire young people	E	AF/SS/I
10. Ability to communicate clearly both verbally and in written form	D	AF/SS/I
11. Ability to develop good working relationships with all staff members	D	AF/SS
Experience		
1. Successful experience of working with young people.	E	AF/SS/I
2. An understanding of the diverse learning and social needs of young people.	D	AF/SS/I
3. Previous experience of supporting the learning of pupils	D	AF/SS/I
4. Good ICT skills	D	AF
Qualifications		
1. 5 A* –C Grades GCSE including English and Maths	E	AF/SS/I
2. Exceptionally high level of literacy skills.	E	AF/SS/I
3. NVQ L2/L3	D	AF/SS/I
4. HLTA	D	AF/SS/I
5. English Higher qualification	D	AF/SS/I
6. Experience working within a school environment	D	AF/SS/I
Specialist Knowledge and Skills		

1. Excellent communication skills	E	AF/SS/I
2. Work flexibly and using own initiative when appropriate	E	AF/SS/I
3. Be able to work independently at times as well as under the direction of a line manager.	E	AF/SS/I
4. Ability to communicate well orally and in writing.	E	AF/SS/I
5. An understanding of how children learn	D	AF/SS
Service		
1. A commitment to working for the benefit of others	E	SS/I
2. A commitment to going the extra mile for the pupils in our care	E	SS/I