

## Person Specification – Training Support Officer (Skilled Area)

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1.	Trade experience and qualifications to at least Level 2 standard (in skilled area) as outlined in Job Description
2.	Able to establish positive relationships with young people, external agencies (including employers) and colleagues
3.	Where not already qualified to demonstrate willingness and ability to undertake post-compulsory teacher training to Level 5 diploma standard
4.	Effective oral and written communication skills
5.	Effective organisational skills
6.	Ability to maintain paper or electronic information systems
7.	Enthusiasm for and commitment to working with and supporting young people
8.	Able to work under pressure, to deadlines and under own initiative

#### Desirable

9.	Post-compulsory teaching qualification at Level 5 diploma standard or equivalent (DTLLS, PGCE (PCET), Cert Ed. etc.)
10.	Level 3 qualification (in skilled area) as outlined in job description
11.	To be a qualified assessor
12.	Experience and proven track record of generating employer placements for learners (including evidence of existing contacts in industry)
13.	Ability to drive (full driving licence) and use of car

### Part B: Assessment Stage

Items 2, 3, 4 and 7 of the application stage criteria and the criteria below will be further explored at the assessment stage:

#### Essential

1	Tenacity
2	Proven skills in safe decision-making and problem solving
3	Ability to remain calm and in control under pressure
4	Sense of humour
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"><li>▪ motivation to work with children and young people</li><li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>▪ emotional resilience in working with challenging behaviours</li><li>▪ attitude to use of authority and maintaining discipline.</li></ul>
7	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

**Desirable**

8	Ability to plan and write schemes of work
9	Ability/willingness to contribute to delivery in other subject areas
10	Ability/willingness to contribute to student enrichment activities

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	Yes
Other (specify)	Yes/No	Other (specify)	Yes/No

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barring List check and/or POCA List (residential establishments only) check
3	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)