



## ELM GREEN PREPARATORY SCHOOL

### PERSON SPECIFICATION – MUSIC CO-ORDINATOR

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention in your application any experience you have had which shows how you meet these requirements. If you are selected for interview, you may be asked to undertake practical tests to cover the skills and abilities shown below.

Criteria	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher status		*
Suitable continued Professional Development		*
Level 2 Child Protection/Safeguarding		*
Paediatric First Aid Training		*
<b>Experience</b>		
Successful classroom teaching experience with relevant KS	*	
Successful classroom teaching experience of relevant subject/s	*	
Experience of preparing students for a range of assessments		*
Experience of teaching across the ability range (SEND and G&T students)	*	
Evidence of high standards of classroom management and practice	*	
Experience of co-ordinating peripatetic teacher timetables		
<b>Knowledge and Skills</b>		
Knowledge of the requirements for safeguarding/child protection	*	
A good understanding of the pastoral needs of students in school	*	
Knowledge & understanding of relevant Health & Safety matters	*	
Knowledge and skills in the use of ICT in the curriculum		*
Knowledge of the requirements of the National Curriculum	*	
Knowledge of the assessment requirements of the National Curriculum	*	
The ability to offer or support an extra-curricular activity	*	
Good communication skills with students, parents, SMT and colleagues	*	
<b>Personal Competencies</b>		
Professionalism and respect for colleagues, students and their parents	*	
The ability to work cooperatively and collaboratively as a team member	*	
A commitment to the values and aims of the school	*	
Excellent timekeeping in all aspects of the role	*	
Commitment to nurturing excellent academic & personal achievement	*	
To be open to constructive advice and feedback from others	*	
An understanding of the need for a safe, stimulating classroom setting	*	
<b>Additional Criteria for Co-ordinator Posts</b>		
Enthusiasm, energy and subject knowledge to drive a subject forward	*	
Ability to monitor & manage change within statutory frameworks		*
Ability and/or experience of a co-ordinator's role		*
Personal and intellectual qualities to lead by example	*	
Ability to evaluate performance & lead suitable professional development	*	
Ability to offer creative, constructive and innovative advice to others	*	
Excellent administrative skills enabling departmental effectiveness	*	
Ability to oversee departmental budgets/resources and equipment	*	
Ability to contribute to School Development and Evaluation processes	*	
Excellent communication skills with SMT, colleagues, parents & students	*	