

## Stratford upon Avon School

### Sixth Form Study Skills Coordinator – Temporary 1 Year Fixed Term Contract Person Specification June 2026

Please read this Person Specification carefully as it will be used to assess candidates as part of the short listing and selection process. The recruiting team will be looking for candidates who most closely match the following:

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Base</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> </ul>		Application Form
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to create innovative methods and approaches to engage students with key study skills</li> <li>• Good written communication and interpersonal skills</li> <li>• Ability to interpret and make use of data presented in Excel</li> <li>• An interest in education and developing young people</li> <li>• Experience working with young people</li> <li>• Ability to lead small- and large-group sessions effectively with positive outcomes</li> <li>• Able to work effectively in a busy environment</li> <li>• A positive and proactive approach to solving problems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or other education setting</li> <li>• Experience in one or more of mentoring, coaching, or student support</li> </ul>	Application, references and selection process.
<b>Key competencies and aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to engage, enthuse and inspire our students</li> <li>• Enthusiasm for developing a love of learning</li> <li>• Use of initiative with a keen imagination</li> <li>• Enthusiasm, self-motivation</li> <li>• Creativity and resilience</li> <li>• A 'can do' attitude</li> <li>• Ability to work as part of a team and independently</li> <li>• A willingness and ability to thrive on hard work</li> </ul>	<ul style="list-style-type: none"> <li>• Patience and tenacity</li> <li>• A positive interest in education and a commitment to raising standards</li> </ul>	Application form, selection process
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake appropriate professional development, including taking responsibility for own development.</li> </ul>	<ul style="list-style-type: none"> <li>• A positive approach to personal development and training, and a willingness to evaluate own needs.</li> </ul>	Application form
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• Share the ethos of the school</li> <li>• Post subject to Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to co-ordinate and take part in whole school activities.</li> </ul>	Application form, selection process.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.