



### EMPLOYEE SPECIFICATION – Project Educator

ATTRIBUTES	RELEVANT CRITERIA		HOW IDENTIFIED	RANK
<b>1.0 Education &amp; Training</b>	<b>1.1</b>	Qualified Teacher Status.	Application Form/References	B
	<b>1.2</b>	Literacy and numeracy levels to meet the requirements of the post.	Application Form/References	A
<b>2.0 Experience</b>	<b>2.1</b>	Experience of delivering programmes of learning to students.	Application Form/Interview Stage/References	A
	<b>2.2</b>	Experience of teaching, in particular KS3 students.	Application Form/Interview Stage/References	B
	<b>2.3</b>	Experience of working in, or partnering with, the third sector.	Application Form/Interview Stage	B
	<b>2.4</b>	Experience of developing, adapting and ensuring differentiation of learning resources.	Application Form/Interview Stage	A
	<b>2.5</b>	Experience of delivering programmes of learning to KS3 students.	Application Form/Interview Stage	B



<b>3.0 General and Special Knowledge</b>	<b>3.1</b> Knowledge of approaches to effectively engage secondary-aged pupils.	Application Form/Interview Stage/References	A
	<b>3.2</b> Appropriate knowledge of the Kindertransport and the Holocaust.	Application Form/Interview Stage	B
	<b>3.3</b> Appropriate knowledge of initiatives to counter hate and extremism.	Application Form/Interview Stage	B
	<b>3.4</b> Appropriate knowledge of social media and online learning platforms and the opportunities and challenges of engaging students through these platforms.	Application Form/Interview Stage	B
<b>4.0 Skills &amp; Abilities</b>	<b>4.1</b> Well-developed communication skills and high level literacy skills.	Interview Stage/References	A
	<b>4.2</b> Ability to work with a wide range of individuals, organisations and businesses at a variety of levels.	Interview Stage/References	B
	<b>4.3</b> Ability to organise projects, programmes and activities.	Interview Stage/References	A
	<b>4.4</b> Ability use information technology and relevant software, including Microsoft Office.	Interview Stage/References	A
	<b>4.5</b> Ability to deliver work to agreed deadlines.	Interview Stage/References	A



	<b>4.6</b>	Ability to develop, adapt and ensure differentiation of learning resources.	Application Form/Interview Stage	A
<b>5.0 Any Additional actors</b>	<b>5.1</b>	The post holder will be able to demonstrate the ability and willingness to work irregular and anti-social hours as required and to travel throughout the UK on occasion.	Application Form	A
	<b>5.2</b>	Creative, dynamic and able to manage own work.	Interview/References	A
	<b>5.3</b>	Able to deliver consistently to a diverse range of schools and students.	Interview Stage/References	A
	<b>5.4</b>	Able to work flexibly, responding to logistical requirements of schools.	Interview Stage/References	A
	<b>5.5</b>	Able to work both independently and as part of a team.	Interview Stage/References	A
	<b>5.6</b>	Able to respond appropriately and confidently in challenging discussions.	Interview Stage/References	A
	<b>5.7</b>	Able to demonstrate a commitment to Equality and Diversity.	Interview Stage/References	A
	<b>5.8</b>	The post holder will support and uphold the values of Stop Hate UK at all times.	Interview Stage/References	A



	<b>5.9</b>	Ability to speak/write a community language other than English	Interview Stage	C
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.

The letters A, B and C in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the As when starting the job to be able to do the job, you need to have all the Bs to do the job but they could be learnt during the induction and if you have C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Interview Stage for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application.

We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

There may be some criteria that are ranked but are only identified through Interview Stage only. These criteria have been ranked to provide you with some guidance as to how important that particular aspect is but you will only be assessed on that criteria during the Interview Stage and not from your application form.

Where criteria are to be identified through the “Interview Stage”, this may involve written exercises, practical tests, group discussions, presentations, interview etc.

<b>PS Reference No</b>	
<b>PS Amended/Prepared By</b>	RES/LW 18 <sup>th</sup> Dec 2018
<b>PS Amended On</b>	