**PERSON SPECIFICATION**

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 any experiences you have had which shows how you could meet these requirements when you fill in your application form.***

If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below.

|  |  |  |
| --- | --- | --- |
| **Personal Qualities** | **Measured by:**  **A - Application**  **I - Interview**  **R - Reference** | **Essential**  **or**  **Desirable** |
| Faith commitment: be a committed and practising Catholic or Anglican | R | E |
| Faith formation: have the potential to further develop the prayer life of the students & staff | A, I, R | E |
| Have a vision for the development of Chaplaincy at Holy Trinity Academy | I | E |
| **Professional Experience** |  |  |
| Experience of working with young people | A | E |
| Experience of working in a school environment | A, I | D |
| Experience of working in a Catholic or Church of England environment: e.g. parish, school, youth service | A, I | D |
| **Skills, Abilities and Knowledge** |  |  |
| A secure knowledge of the distinctive nature of Catholic education and / or Church of England education and a willingness undertake any training to enhance / develop knowledge | A, I, R | E |
| A secure knowledge of the Church’s liturgical year, its traditions and practices | A, I | E |
| A knowledge and understanding of issues affecting young people | A, I | E |
| Able to deal with difficult situations, maintaining appropriate confidentiality and being sensitive to the needs of individuals whether they are students or members of staff | I, R | E |
| IT skills including ability to produce high quality resources | A | D |
| Able to work on own initiative | R | E |
| Good organisational skills | A | E |
| Willing to work flexibly, including evenings and weekend on occasions, to be available for school activities | A, I | E |
| **Education** |  |  |
| A minimum of GCSE (Level 2) grade C or 4 in Maths and English | A | E |
| A Level 3 qualification, or practice equivalent (i.e. A volunteer year at a Christian Diocesan Youth / Retreat Centre), in Care, Children or Family Support | A | D |

***This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it***

***involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of***

***the Safeguarding Vulnerable Groups Act 2006. This post is designated as a regulated activity and requires enhanced criminal records check for a regulated activity (including a barred list check).***