

## THE COURTYARD

### Person Specification

Post: Education Officer & Youth Theatre Leader p/t

Department: Education & Outreach

Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Shortlisting Criteria
<b>1. <u>Experience</u></b>				
Proven experience of working in arts education	√		AF/I/R	√
Setting up and running partnerships		√	AF/I	
Devising, delivering and leading workshops	√		AF/I	√
Managing a budget		√	AF/I/R	
Ability to plan, develop and implement a range of education and training initiatives	√		AF/I/R	
Working with young people from a wide range of backgrounds and experiences	√		AF/I/R	
<b>2. <u>Qualifications and Training</u></b>				
Numerate and literate to GCSE level or equivalent	√		AF/CQ	√
Degree level in relevant subject or equivalent work-related experience		√	AF/CQ	
Teaching qualification		√		
<b>3. <u>Special Skills knowledge</u></b>				
Good organisational skills	√		AF/I	√
Excellent communicator, both verbal and written	√		AF/I	√
Computer / typing skills	√		AF/I	
Knowledge of Arts sector	√		AF/I	
Up-to-date knowledge of schools' curriculum requirements from Key Stages 1 to 3, including National Curriculum, National Literacy Strategy and a knowledge of examination syllabus requirements		√	AF/I	
Knowledge of potential funding sources		√	AF/I	
<b>4. <u>Personal Qualities</u></b>				
Ability to work on own initiative	√		I/R	
Good team worker	√		I/R	
Ability to work to deadlines	√		I	

An interest in working in an arts environment	√		I	
<b>5. <u>Personal Circumstances</u></b>				
Able to work flexible hours	√		I	
Current driving license and car available for business use, or access to a car/being driven.	√		AF	
Enhanced DBS check for working with young people	√		AF	
<b>6. <u>Physical Requirements</u></b>				
Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	√		I/R	

Key: AF – application form, I – interview, CQ – certificate of qualification, R - references

This specification has been prepared in accordance with the requirements of The Courtyard's Equal Opportunities in Employment Policy.

Specification completed by: **DAVID DURANT**

Designation: **ASSOCIATE DIRECTOR**

Date: **MAY 2019**