

**LEARNING MANAGER: PERSON SPECIFICATION**

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|  | **Essential** | **How Assessed** |
| Qualifications &  Training | • GCSE Maths (Grade C or above) or equivalent  • GCSE English (Grade C or above) or equivalent  • At least one ‘A’ level or equivalent | Application form &  Certificates |
| You should have  **experience** of…. | • recent management people management  • presenting information to a variety of audiences  • working in a team  • working on your own initiative  • using Microsoft office applications – word, outlook, power point and internet access | Application Form, Interview & References |
| You must have the  **ability** to….. | • build and maintain effective relationships with all students & colleagues  • work with students at all levels regardless of specific individual need and to identify learning styles as appropriate  • use and interpret data  • assist and support colleagues as workload dictates  • communicate and listen effectively, verbally and in writing  • be organised under pressure, to complete tasks to deadlines, re-prioritising own work-load if necessary  • be creative  • provide small group tuition as part of the school’s intervention strategies  • make use of I.C.T. to support learning | Application Form, Interview &  References |
| The **job also**  **requires** you to… | • set high standards for yourself and the school environment  • relate to and promote the ethos of the school  • undertake training as required  • be punctual  • have excellent attendance  • work occasionally out of hours work to support school functions | Interview &  References |