

**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 |