

PERSON SPECIFICATION

ACHIEVEMENT SUPPORT CENTRE MANAGER

Name:

Grade: 3D

Date Prepared: May 2022

	Essential attributes	Preferred Attributes
Educational Qualifications	Five good GCSE passes or equivalent including Maths & English.	Two A Levels or equivalent
Work Experience	Experience at working in a school setting.	Experience in a supervisory role and working with a range of students particularly those with social, emotional and behavioural difficulties.
Skills/Knowledge/Aptitude	Sufficient to enable the duties on the job description to be undertaken. Good communication/inter personal skills. Good written skills. Competent ICT skills. Good administrative skills.	Knowledge of KS3/4 curriculum.
Motivation	Ability to work on own initiative. Ability to work collaboratively. Commitment to aims and ethos of school. Commitment to providing a good standard of support to students of all abilities/needs. Ambition to advance skills/knowledge base as appropriate. A commitment to equality principles and practices, including a commitment to developing inclusion for students. Willingness to undertake relevant professional development and training as appropriate.	

	Essential attributes	Preferred Attributes
Physical	Ability to meet needs of students. Ability to work effectively under pressure.	N/A
Other	Willingness to occasionally adjust working arrangements to meet emergencies/changed circumstances.	N/A