



## Person Specification – Alternative Provision (Flexipod) Officer

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Educated to at least GCSE grade 4 standard or equivalent in English and mathematics.</li> <li>A teaching assistant qualification and/or experience.</li> <li>Significant experience of working with children/young people in an environment to support learning.</li> <li>Experience of working with external agencies and other professionals.</li> </ul>	<ul style="list-style-type: none"> <li>Further education qualification/s.</li> <li>First aid qualification or willingness to gain one.</li> <li>Experience in line management of staff.</li> </ul>	Application form Letter of application References Interviews Certificate/s (to be available at interview)
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, parents/carers and colleagues.</li> <li>Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals.</li> <li>Able to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities, including own.</li> <li>Ability to improve own practice/knowledge through self-evaluation and learning opportunities.</li> <li>Excellent standard of numeracy and literacy skills.</li> <li>Ability to use a range of ICT packages and equipment effectively to support learning.</li> <li>Ability to absorb and understand a wide range of information.</li> <li>Good understanding of principles of child development, learning processes and barriers to learning.</li> <li>Working knowledge of national curriculum and other learning programmes/strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of statutory frameworks relating to teaching.</li> </ul>	Application form Letter of application References Interviews

<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies and procedures, and awareness of relevant legislation.</li> <li>• Working knowledge of planning and delivery of relevant learning activities.</li> <li>• Working knowledge of behaviour management strategies.</li> </ul>		
Personal qualities		
<ul style="list-style-type: none"> <li>• A diplomatic and patient approach.</li> <li>• Able to appropriately deal with confidential information/situations.</li> <li>• Able to follow direction and work in collaboration with her/his line manager.</li> <li>• Ability to show initiative and to prioritise one's own work and meet required deadlines.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		Application form Letter of application References Interviews