



Person Specification

JOB TITLE:	BIS Manager
DATE:	February 2026
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Good standard of literacy, numeracy and ICT.	E	✓		✓	✓
2. Knowledge of SEND and Alternative Provision.	E	✓		✓	
3. 5 GCSE's at 4-9 (A*-C) including English & Maths or alternative (e.g. Functional Skills).	D	✓			✓
4. Up to date SEND training.	D	✓			
5. Knowledge of a range of strategies to support student learning in the classroom and overcome barriers associated with their need.	E	✓		✓	
Experience					
6. Proven work with young people.	E	✓		✓	
7. Experience of working with Behavioural, Emotional & Social Difficulties.	E	✓		✓	
8. Effective communication between home/school and external agencies/school.	E	✓		✓	
9. Good understanding of health and safety issues.	E	✓		✓	
10. Experience and knowledge of issues affecting pupils and young people and how to offer supportive assistance.	E	✓		✓	
11. Experience of working a small group setting.	D	✓			
12. Experience in dealing with challenging behaviour.	D	✓			

13. Experience of leading a team.	D	✓			
Skills and competencies					
14. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
15. Understanding of how to support young people with challenging behaviours, trauma and SEND and strategies to enable this to happen successfully.	E	✓		✓	
16. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
17. Good understanding and up to date training in the safeguarding of young people.	E	✓		✓	
18. An understanding of the barriers to learning facing young people.	E	✓		✓	
19. Ability to work under own initiative.	E	✓		✓	
20. Be flexible in approach to work and amenable to change at short notice.	E	✓		✓	
21. Excellent interpersonal skills.	E	✓		✓	
Other					
22. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
23. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
24. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	