Northern Education Trust
Post: Hub Manager
PERSON SPECIFICATION

No	Categories	Essential / Desirable	Assessed by: App Form	Assessed by: Interview / Task
QUALIFICATIONS				
1.	5 GCSEs or equivalent, including English and Maths	E	✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
3.	Evidence of continuous professional development and training	D	✓	
EXPERIENCE				
4.	Experience of working in an education environment with young people with specific difficulties and vulnerabilities	E	✓	✓
5.	Experience of working with students who are specifically diagnosed with Autisim Spectrum Disorder	D	✓	
6.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓	✓
7.	Experience of working with parents and key agencies to support the most vulnerable students.	D	✓	
8.	Involvement in 'Team Around the Child' meetings or similar.	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Excellent communication and listening skills	E	✓	✓
10.	Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence	E	✓	✓
11.	Ability to respect and maintain confidentiality	E	✓	✓
12.	High level experience of using Microsoft Office packages, including word processing, e mail and excel	E	✓	✓
13.	Efficient and effective organisational skills	E	✓	✓

			Assessed by:	
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14.	Ability to relate to students in a pleasant manner and recognise potential safeguarding issues	E	✓	✓
15.	Understanding of academy safeguarding procedures	E	✓	✓
16.	Understanding of EHCPs and the statutory duties schools hold.	D	✓	
17.	Understanding of the SEND Code of Practice	D	✓	
PERSONAL QUALITIES				
18.	A strong commitment to the Trust values and ethos	E	✓	✓
19.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
20.	A flexible approach and string work ethic	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.