

## Person Specification

**Job Title:** Lead Learning Manager

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths or equivalent	✓	
Safeguarding Level 3 qualification	✓	
A willingness to complete Level 3 safeguarding supervision training within 3 months	✓	
A willingness to complete Mental Health First Aid training within 6 months	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
<b>Experience</b>		
Experience of working in a school environment	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
Experience and understanding of mental health issues presented within a school environment	✓	
Experience of the Common Assessment Framework or equivalent multi agency framework and its use to support families and students	✓	
A working experience of supporting CP, LAC, CIN students and their families/carers	✓	
Experience of managing and leading teams		✓
<b>Skills</b>		
Ability to effectively communicate with a wide range of audiences, verbally and in writing, with the ability to gain credibility at all levels of the organisation	✓	

Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to work with multiple schools software systems	✓	
Good time management and organisation skills	✓	
Ability to chair and manage meetings effectively	✓	
Ability to work with students and have a real interest in the issues faced by them	✓	
Ability to foster excellent relationships with others	✓	
Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures	✓	
<b>Other</b>		
Satisfactory DBS check	✓	