



## Person Specification

**Job Title:** Learning Manager

| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Level 2 qualification in English and Maths or equivalent   | ✓                |                  |
| 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 of working with other agencies that are able to support students with specific vulnerabilities and how to access this support | ✓                |                  |
| Experience of the Common Assessment Framework and its use to support families and students   |                  | ✓                |
| <b>Skills</b>  |                  |                  |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing   | ✓                |                  |
| Ability to respect and maintain confidentiality  | ✓                |                  |
| Ability to use standard ICT packages including Microsoft Office  | ✓                |                  |
| Ability to work well under pressure and manage competing deadlines   | ✓                |                  |
|  |                  |                  |
| 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 | ✓ |  |
|------------------------|---|--|