

## Person Specification

### Post: Post-16 Year Manager

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade C/4 or above in GCSE English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Good honours degree</li> <li>Qualified Teacher Status</li> <li>First aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Working with young people, particularly 16-19</li> <li>Working within a team</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> <li>Teaching or mentoring in a secondary school</li> <li>Working in a similar role</li> <li>Supporting students through the UCAS process</li> <li>Supporting students to be successful at university interviews</li> <li>Academic mentoring through looking holistically at attendance, behaviour and academic progress</li> <li>Delivering PHSCE to whole year groups</li> <li>Organising trips / experiences for small and large cohorts of students</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>High expectations that motivate and challenge students</li> <li>Ability to construct successful relationships to manage behaviour</li> <li>Commitment to safeguarding</li> <li>Analytical thinker</li> <li>Maintain accurate and up to date records</li> <li>Microsoft Office, especially Excel, Outlook and Word</li> <li>Maintain confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Some understanding of how children learn</li> <li>Safeguarding procedures</li> <li>Use of data management system/s e.g. SIMS or Bromcom</li> <li>Current educational policy</li> <li>Knowledge of the UCAS application process</li> <li>Knowledge of degree-level apprenticeships and the application process</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement; mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic, flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to give, receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>