

Person Specification – SLCN Intervention Manager

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> Smart business-like appearance Excellent verbal and written communication skills 		Application Form
Qualifications	<ul style="list-style-type: none"> Literacy skills Numeracy skills Evidence of study Post 16 	<ul style="list-style-type: none"> Safeguarding Level 1 Elklan Level 2/3 Speech and Language Support 11-16years 	Application Form and Interview
Experience	<ul style="list-style-type: none"> Working with secondary school age students Experience in the delivery of SLCN programmes to support learning Experience of working with external agencies Experience of managing complex confidential data 		Application Form and Interview
Training	<ul style="list-style-type: none"> Willing to undertake additional training as required 		Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> Able to demonstrate an understanding of the skills required when working in partnership with other organisations. Knowledge of EHCP's. Knowledge of SLCN and ASD. 		
Circumstances	<ul style="list-style-type: none"> Able to attend evening meetings. Able to work during some school holiday periods. Able to attend all Academy special events including some open and parents' evenings. 		
Disposition	<ul style="list-style-type: none"> To be an excellent team player. Able to support, influence and motivate students and staff. Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds 		

	<ul style="list-style-type: none"> • Able to remain calm under pressure and manage conflicting demands. • Able to manage and prioritise a diverse and demanding workload. • Good organisational and time management skills. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Ability to work with tact and diplomacy. 		
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Able to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. • ICT literate with a desire and ability to develop new skills. • Ability to manage and prioritise workload effectively. • Ability to work as a member of a diverse team. • Good time management. • Good understanding of diversity of needs. • Able to interpret information and compile reports. 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau Check. • In line with the latest KCSIE guidance an online check will be carried out for all shortlisted applicants 		