

Person Specification

Job Title Student Support Champion – Right Path	Thematic Area	Date Completed May 2018
Grade 7	Location Q3 Academy Langley	Signature

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	N/A	How identified
1. Physical What does the job require in the way of:- Appearance, manner, speech, general health, voice etc. Consider the real needs of the job. Be particularly wary about setting age limits which actively discriminates against specific age groups and disabled people.	A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made.) Smart appearance. Ability to communicate with staff, students, parents and outside agencies with a polite, professional manner and to work under pressure during peak times of the Academy year.		Job and medical history from application form and references. Performance in interview process.
2. Qualifications What does the job require in the way of:- Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	Candidates should be educated to a good standard of education (e.g. 5 A*-C at GCSE including English and Maths) Degree qualification is desirable.		Formal possession of an appropriate qualification to be verified at interview or from records.

	Essential	N/A	How identified
3. Experience What does the job require in the way of:- Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Evidence of work with children and families for a period of 2 years Multi Agency Working. Experience of parental engagement strategies and approaches. Understanding of safeguarding procedures. Ability to evaluate data relating to progress. Experience of planning and delivery of assemblies		Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
4. Training What does the job require in the way of:- Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, arc welding, word processing etc.	To be prepared to undertake training as required to achieve the objectives of the post		Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.
5. Special Knowledge What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc.?	Experience of working with multi-agencies, e.g. CAMHS, MASH (desirable)		Qualifications held and demonstration of knowledge at interview.
6. Circumstances (personal) What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live in if the job requires. Ability to drive, car ownership.	Ability to travel to different location.		Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details.

	Essential	N/A	How identified
7. Disposition How far does the job require:- Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	High level of interpersonal skills including the ability to manage potential conflict situations. Able to advise, support and challenge professionals and families. Self-confident and able to work alone for long periods. Persuasive, determined and willing to initiate legal action when necessary. High level of communication skills including attention to accuracy in written reports etc. Able to work in a team and to accept management support/direction.		Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
8. Practical and Intellectual Skills What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Ability to assimilate complex information and apply solutions to case management. Investigative skills including interpreting and evaluating evidence. Able to manage own time efficiently and effectively. Able to meet deadlines under pressure and with accuracy. Be accountable and make decisions in consultation with the line manager in relation to complex issues. Able to use ICT to record information, use data etc.		Performance in related selection process.
9. Legal Requirements Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	The post will be offered subject to satisfactory references, Enhanced DBS Check and Medical Clearances		Application form and interview questioning and reference.

Signature:

Date: