

**Student Support Manager**

**Person Specification**

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| **REQUIREMENT** | **ESSENTIAL** | **DESIRABLE** |
| **LEGAL REQUIREMENTS** | Enhanced DBS Clearance |  |
| **QUALIFICATIONS**Principally assessed through letter and application form | “First Aid at Work” certificate.Secondary Education level 2Child Protection level 2EH TrainingCounselling Level 2 | Level 3 qualifications |
| **EXPERIENCE, KNOWLEGDE and PROFESSIONAL COMPETENCE**Principally assessed through letter, application form and lesson observation | Excellent organisational skills together with the ability to meet deadlines.Excellent Interpersonal SkillsExperience of working with young people aged 11-18Experience of working with confidential data.Confident ICT skills | Ability to use Microsoft Office packages, with the ability to adapt readily to new softwareKnowledge of Class charts/SIMS Proven experience in a role which includes some of the skills outlined in this specificationFull driving license |
| **COMMUNICATIONS**Principally assessed through letter and interview process | Have excellent written and verbal communication skillsAbility to use IT technology |  |
| **PERSONAL ATTRIBUTES**Principally assessed through references, letter and interview process | To be committed to safeguarding and promoting the welfare of children and young peopleAbility to motivate individuals to perform effectivelyAbility to innovate and contribute to new initiativesCommitment to working in partnership with parentsAwareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.Ability to work when the school is open (Term Time working)Flexibility and willingness to be involved in the schoolWork effectively as a member of a teamBe an effective role model through presentation and personal conductEnthusiasm, energy, vigour, reliability and integrity |  |