



Person Specification for Wellbeing Manager

1. Qualifications and Experience	Essential	Desirable
Experience of working with children in an education, health or social care environment.	✓	
Recent professional training in behaviour management and/or parent/carer support.	✓	
Good working knowledge of policies relating to behaviour, inclusion and SEND.	✓	
NVQ level 4 in English and Maths or equivalent.	✓	
Ability to use ICT communication and administrative systems effectively.	✓	
2. Communication	Essential	Desirable
Ability to write detailed and complex reports, plans and letters.	✓	
Ability to use clear language to communicate information unambiguously.	✓	
Ability to listen effectively.	✓	
Specialist language and communication skills if appropriate	✓	
Ability to negotiate effectively with adults and children and to exercise influence.	✓	
3. Working with children	Essential	Desirable
Ability to demonstrate a range of highly effective behaviour management strategies.	✓	
Detailed knowledge of SEND strategies and policies, including One Plans etc.	✓	
Knowledge and experience of developing personalised programmes for specific children.	✓	
Ability to create and deliver training and workshops for parents/carers and staff.	✓	
Excellent understanding of child development and learning processes.	✓	
Ability to assess progress and performance and recommend appropriate strategies to support development and inclusion.	✓	
Understand and support the importance of physical and emotional wellbeing.	✓	



4. Working with others	Essential	Desirable
Ability to make a proactive contribution to the work of the team supporting children, their families and carers.	✓	
Ability to work with parents and carers to improve support for children.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.	✓	
Ability to make a distinctive contribution to the work of the team.	✓	
Contribute to the development and implementation of the effective systems to share and safeguard information.	✓	
5. Responsibilities	Essential	Desirable
Excellent organisational skills	✓	
Ability to remain calm under pressure.	✓	
Ability to manage and support the work of others.	✓	
Ability to plan and manage own time effectively.	✓	
Ability to meet deadlines.	✓	
Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently.	✓	
6. General	Essential	Desirable
Display a strong understanding of equality issues	✓	
Good understanding of health and safety	✓	
Demonstrates a thorough understanding of, and the ability to implement effectively, child protection and safeguarding procedures.	✓	
Understand and comply with procedures and legislation relating to confidentiality.	✓	
Demonstrate a clear commitment to develop and learn in the role.	✓	
Ability to effectively evaluate own performance.	✓	