

**Tyne Coast Academy Trust – Monkwearmouth Academy  
Year Manager  
PERSON SPECIFICATION**

Area	E = Essential Criteria    D = Desirable Criteria		Stage Identified
	Criteria	Attribute	
<b>Qualifications &amp; Education</b>	E	A good standard of general education	A/C
	E	Willingness and ability to obtain and/or enhance qualifications and training and development in the post.	A/I
<b>Experience &amp; Knowledge</b>	E	Experience of working in a pastoral or academic support capacity within a secondary school setting	A/I/R
	E	Experience of implementing strategies to develop positive behaviour and attitudes in students	A/I/R
	E	Knowledge of strategies to develop positive behaviour in students	A/I/R
	D	Experience of working with external agencies	A/I/R
<b>Skills</b>	E	Strong interpersonal skills and the ability to build effective relationships with a range of stakeholders including students, parents, carers and external organisations	A/I/R
	E	Ability to motivate and encourage students	A/I/R
	E	Ability to empathise with the needs of children and to develop positive professional relationships with them	A/I/R
	E	Ability to consistently and effectively implement agreed behaviour management strategies	A/I/R
	E	Ability to deal effectively with complex situations and make informed decisions	A/I/R
	E	Ability to produce effective, concise reports and referrals for a range of external agencies	A/I/R
	E	Ability to support students in the classroom or manage small groups of students outside of the classroom	A/I/R

<b>Personal Attributes</b>	E	A strong commitment to promoting equality, diversity and inclusion, and ensuring that all students have access to the same opportunities and support	A/I/R
	E	A commitment to the safeguarding of all students and promoting the welfare of children and young people	A/I/R
	E	A commitment to inclusive secondary education	A/I/R
	E	Commitment to continuous improvement, with a willingness to learn and develop professionally	A/I/R
	E	Resilient and adaptable, with the ability to work under pressure and manage competing priorities	A/I/R