

Great Academy Ashton - Person Specification Year Manager

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
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1. Educational Standard/Qualifications

NVQ level 3 – Learning & Development /equivalent	Desirable	Application form/Interview
GCSE English Language	Essential	

2. Experience

Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development	Essential	Application form /Interview
Experience of supporting children or young people with SEMH, Autism, or Special Educational Needs	Desirable	
Experience of making assessments of children and young people to identify their individual needs	Desirable	
Experience of drawing up individual action plans, monitoring their implementation and making adjustment relating to pupil progress or changes in circumstances	Essential	
Experience of working in a team collaboratively to share ideas and achieve objectives	Essential	
Experience of using and integrating ICT as part of the learning process	Essential	
Experience of undertaking clerical and administrative tasks.	Essential	

3. Skills & Abilities

Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families.	Essential	Application form/Interview
Interpersonal skills to form and maintain positive working relationships with students, their families, colleagues, and other education/healthcare professionals and partner organisations.	Essential	
Listening skills to support children, young people and their families through understanding their point of view in a non - judge mental approach.	Essential	
Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process.	Essential	
Analytical skills to interpret information, determine different options for action and feasibility of proposals to solve difficult problems.	Essential	
Initiative to plan and prioritise the work of the service, and make decisions to deliver the service in the most appropriate way to achieve the best outcomes for students.	Essential	
Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision.	Essential	

4. Knowledge

Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people.	Essential	Application form/Interview
Knowledge of how these barriers can be overcome or mitigated to reduce their impact on children and young people.	Essential	
Knowledge and understanding of data protection and confidentiality issues.	Desirable	
Detailed knowledge of relevant legislation and government initiatives and how that relates to the curriculum within the school.	Desirable	
Knowledge of safeguarding, including CAF processes, and child protection issues with knowledge of appropriate action to take if a disclosure is made.	Desirable	

5. Other duties

To work occasionally out of school hours.	Essential	Application form/Interview
Could be the requirement to make home visits for which an appropriately insured vehicle needs to be available to use.	Desirable	