

# Person Specification



## PERSONALISED LEARNING AREA MANAGER

Criteria	Essential to basic performance of job	Desirable for fully competent performance of job
<b>QUALIFICATIONS</b>		
	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good general standard of education (eg. A Level/NVQ3 or equivalent qualifications)</li> </ul>	
<b>PROFESSIONAL DEVELOPMENT AND TEACHING</b>		
	<ul style="list-style-type: none"> <li>• Commitment to own professional development</li> <li>• Willingness to learn</li> </ul>	
<b>EXPERIENCE</b>		
	<ul style="list-style-type: none"> <li>• Recent experience of working with secondary age students</li> <li>• Awareness of strategies for managing student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with secondary age students in a supervisory capacity</li> <li>• Experience of liaising with outside agencies.</li> <li>• Experience of working with disaffected and disengaged young people.</li> </ul>

<b>SKILLS</b>		
	<ul style="list-style-type: none"> <li>• Excellent communication skills with young people and adults</li> <li>• Good ICT skills, word processing and data input</li> <li>• Team membership and leadership skills</li> </ul> <p>Ability to lead by example and inspire others.</p>	
<b>KNOWLEDGE</b>		
	<ul style="list-style-type: none"> <li>• An understanding of the secondary curriculum</li> <li>• A good understanding of safeguarding children</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>		
	<ul style="list-style-type: none"> <li>• Resilience and commitment, energy and enthusiasm</li> <li>• Creativity and imagination and a sense of humour.</li> <li>• Ability to work independently meeting deadlines and targets</li> <li>• Ability to work calmly under pressure</li> </ul>	