**PRIESTHORPE - PERSON SPECIFICATION**

**Post Title: Post 16 Study Support Manager**

**Salary Grade: SO1/SO2**

Contract Type: Full Time, Term Time only + 5 days

###### Working Hours: 37 hours per week

**Responsible to: KS5 Leader**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| * Literate and Numerate | ✓ |  |
| * GCSE in English and Mathematics at grade C or above | ✓ |  |
| * Level 3, or above, qualifications |  | ✓ |
|  |  |  |
| **Experience** |  |  |
| * Use of relevant ICT software packages | ✓ |  |
| * Relevant experience in a school setting | ✓ |  |
| * Experience of working proactively and under pressure | ✓ |  |
|  |  |  |
| **Knowledge and Skills** |  |  |
| * Ability to interact positively with students and staff | ✓ |  |
| * To have a knowledge of SIMS | ✓ |  |
| * Ability to use ICT and other technologies to enhance the quality of learning and teaching. | ✓ |  |
| * To be able to use initiative and have problem solving skills |  | ✓ |
| * Relate to young people | ✓ |  |
| * Communicate effectively with students, parents and other colleagues | ✓ |  |
| * Work under pressure | ✓ |  |
| * Clear understanding and application of Restorative Practice principles | ✓ |  |
| * Take initiative and work independently | ✓ |  |
| * Work to high levels of accuracy | ✓ |  |
| * Prioritise and plan to ensure completion of tasks | ✓ |  |
| * Trained in Safeguarding and Child Protection |  | ✓ |
|  |  |  |
| **Other** |  |  |
| * Willingness to keep up-to-date with | ✓ |  |
| * Is committed, resilient, robust and resourceful | ✓ |  |
| * A record of reliability and integrity | ✓ |  |
| * Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional | ✓ |  |
| * Humour, optimism and ambition | ✓ |  |
| * Willingness to participate in further training and CPD | ✓ |  |
| * To be able to understand and be committed to equal opportunities for all members of the school community | ✓ |  |
| * Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners. | ✓ |  |

**Please note that appointment is subject to an Enhanced DBS Disclosure**