

**Northern Education Trust**

Post: Learning Manager

**PERSON SPECIFICATION**

			<b>Assessed by:</b>	
<b>No</b>	<b>Categories</b>	<b>Essential / Desirable</b>	<b>App Form</b>	<b>Interview / Task</b>
<b>QUALIFICATIONS</b>				
1.	5 GCSE's or equivalent, including English and Maths	E	✓✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓✓	
3.	Evidence of continuous professional development and training	E	✓✓	
<b>EXPERIENCE</b>				
4.	Experience of working in a school environment	E	✓✓	✓✓
5.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance.	E	✓✓	✓✓
6.	Experience of the Common Assessment Framework and its use to support families and students	E	✓✓	✓✓
7.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓✓	✓✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
8.	Excellent communication and listening skills	E	✓✓	✓✓
9.	Ability to respect and maintain confidentiality	E	✓✓	✓✓
10.	Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support	E	✓✓	✓✓
11.	ICT literate with a working ability to use key IT software to present work to a high standard.	E	✓✓	✓✓
12.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓✓	✓✓
13.	Efficient and effective organisational skills	E	✓✓	✓✓

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14.	Excellent customer service skills and ability to respond quickly as circumstances dictate.	E	✓✓	✓✓
15.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these.	E	✓✓	✓✓
<b>PERSONAL QUALITIES</b>				
16.	A strong commitment to the Trust values and ethos	E	✓✓	✓✓
17.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓✓	✓✓
18.	A flexible approach and strong work ethic	E	✓✓	✓✓