

## Year Manager for Leeds City Academy – Person Specification

You should be able to demonstrate that you meet the following criteria:

**E = Essential**  
**D = Desirable**

**Measured by:**

- A. Application
- B. Test / Exercise
- C. Interview
- D. References
- E. Proof of qualifications

<b>Knowledge and Understanding</b>		
<b>E</b>	Has demonstrated further professional development through qualifications or training.	A
<b>E</b>	Has demonstrated high standards of organisation that lead to improving the support for students.	A/C
<b>E</b>	Has knowledge of strategies of improving the climate for learning, including anti-bullying and anti-racist strategies.	A/C
<b>E</b>	Has a good understanding of how to maintain effective links with external agencies such as Social Care, Looked after Children 'team', Neighbourhood Police Team, Family Resource Worker in order to support students and their families.	C
<b>E</b>	Has good knowledge of how to support vulnerable children.	A/C
<b>E</b>	Has experience of liaising with teachers about the well-being of students.	A/C
<b>E</b>	Has excellent knowledge of strategies to improve attendance and tackle poor attendance	A/C
<b>D</b>	Has some experience of taking assemblies.	A/C
<b>E</b>	Has excellent knowledge of how to use IT management systems to record and extract student information, and prepare written evidence.	A/C
<b>D</b>	Has experience of running extra-curricular activities.	A
<b>E</b>	Has experience of developing positive relationships when dealing with parents.	A/C/D
<b>E</b>	Hold relevant first aid certificate or a willingness to undertake first aid training.	A/C/D
<b>E</b>	Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people.	A/C/D
<b>D</b>	Experience of leading a team.	A/C
<b>Leadership &amp; Management</b>		
<b>E</b>	Can demonstrate high levels of professionalism.	C/D
<b>E</b>	Has high expectations, sets and delivers high standards and commands credibility through expertise.	A/C/D
<b>E</b>	In conjunction with line manager can suggest interventions to improve student attendance and wellbeing.	C/D
<b>E</b>	Knows when to consult, make decisions and defer to others.	C/D
<b>E</b>	Is able to meet deadlines.	D
<b>E</b>	Is able to prioritise, plan and organise activities.	C/D
<b>E</b>	Forms good relationships with all stakeholders.	D
<b>Self-Management</b>		
<b>E</b>	Manages his/her own personal time effectively.	D
<b>E</b>	Sets and achieves challenging professional goals.	D
<b>E</b>	Takes responsibility for their own professional development,	D
<b>E</b>	Can carry out admin responsibilities including analysing and measuring the impact of their own work.	A/B/C

Personal Attributes		
E	Enjoys seeing young people learn in a positive climate and is committed to ensuring all are supported in making progress.	A/C/D
E	Is committed to engaging learning and ensure that they are safe.	A/C/D
E	Is reliable and has an excellent record of attendance and punctuality.	D
E	Has a personal impact/presence underpinned by high expectations of achievement and behaviour.	C/D
E	Is an innovative manager, able to solve problems and convert them into success.	D
E	Is committed, resilient, robust and resourceful and has a reflective, focussed and determined disposition.	C/D
E	Has a sense of humour particularly when facing difficult and challenging situations.	D
E	Is sensitive, empathetic yet professionally and objectively detached when managing conflict.	D

*WRA Trust is committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place. **All appointments are subject to an enhanced DBS Disclosure.***