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| **Learning Manager****PERSON SPECIFICATION CRITERIA** |
| **Qualifications** | **ESSENTIAL** | **DESIRABLE** |
| 1 | Good general level of education to GCSE, or equivalent with at least 5 GCSE Grades A\* - C or equivalent (including English and Maths) |  A | R |  |  |  |  |
| 2 | Relevant Level 3 qualifications | A | R |  |  |  |  |
| 3 | A relevant degree or equivalent professional qualification | A | R |  |  |  |  |

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| **Professional knowledge, skills and abilities** | **ESSENTIAL** | **DESIRABLE** |
| 1 | Able to safely manage classroom activities, the physical learning space and classroom resources | A | R | I |   |  |  |
| 2 | Understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and with individual behaviour | A | R | I |  |  |  |
| 3 | Able to relate to and work with young people, across the ranges of age and ability | A | R | I |  |  |  |
| 4 | Able to ensure that classes follow planned programmes of study under supervision | A | R | I |  |  |  |
| 5 | Knowledge of the education system, including understanding of how students can be helped to make progress in the classroom. | A | R | I |  |  |  |

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| **Experience** | **ESSENTIAL** | **DESIRABLE** |
| 1 | Previous successful experience of working with children and young people | A | R | I |  |  |  |
| 2 | Experience of working in a secondary setting |  |  |  | A | R | I |
| 3 | Experience and proven ability to use a variety of IT applications, in particular Microsoft Office | A | R |  |  |  |  |

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| **Professional Attributes, Qualities and Values** | **ESSENTIAL** | **DESIRABLE** |
| 1 | Excellent communication skills to deal with staff, students and parents, in person, in writing and on the telephone | A | R | I |  |  |  |
| 2 | Able to deal calmly with different situations as they arise | A | R | I |   |  |  |
| 3 | Self-motivated with the ability to work under pressure and be proactive | A | R | I |  |  |  |
| 4 | Excellent organisational skills |  | R | I |  |  |  |
| 5 | A team player with enthusiasm and commitment |  |  | I |   |  |  |
| 6 | Ability to articulate, communicate and support the Christian ethos and values of Bishop Young |  |  | I |  |  |  |
| 7 | Commitment to safeguarding students |  | R | I |  |  |  |

**The criteria will be evidenced as indicated below:**

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘R’ to reference

Candidates should address at least all items marked ‘A’

Referees are asked to comment on items marked ‘R’

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.