

PERSON SPECIFICATION



JOB TITLE	On Site Provision Manager
GRADE	Grade 5/6 (Points 12 to 29) Dependent on Skill Set/Experience
HOURS	Term Time + 2 (40 Weeks) - 37 hours per week

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENTS
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE or equivalent in English and/or Maths Evidence of higher level qualification is desirable Ideally in possession of or working towards, a professional qualification in social work or child care practice 	A A A
EXPERIENCE	<ul style="list-style-type: none"> Minimum of 3 years' experience in a school environment (desirable) Ability to present information to a variety of audiences Positive record of dealing with challenging and difficult young people Ideally experience of multi-agency working 	A, I, R A, I A, I, R A, I, R
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Understanding of education provision in order to be able to access for young people as applicable Understanding of issues relating to adolescent wellbeing and national, regional and local educational services and strategies Knowledge and understanding of the strategies to remove barriers to learning A clear understanding of the factors which lead to educational disaffection 	A, I A, I A, I, R A, I, R
SKILLS	<ul style="list-style-type: none"> Ability to relate to teachers, other professionals, parents and students Ability to remain positive under challenging circumstances Ability to manage emotional demands of working with young people with a wide range of behavioural, social and emotional problems Ability to work as a member of a team (e.g. within a multi-disciplinary setting) and work on their own initiative Commitment to school improvement and raising achievement for all students Ability to remain positive, enthusiastic and meet deadlines when working under pressure Ability to work effectively in changing environments Excellent organisational, time management and communication skills IT skills to generate appropriate reports to fulfil the needs of the role Ability to interpret and present data to support decisions / recommendations Ability to find solutions to complex problems 	A, I A, I, R A, I, R A, I A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R
OTHER	<ul style="list-style-type: none"> Evident enjoyment of working with young people and families and empathy in relation to their needs Ability to relate to and promote the ethos of the school Willingness to undertake training as required Patience, tact, persuasive skills and determination to see project through to a conclusion Excellent attendance and punctuality in line with schools' policies This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure and Barring Service check will be required prior to appointment 	A, I A, I A, I, R A, I, R A, I, R
SAFEGUARDING	<p>In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> Motivation to work with children and young people; Ability to form and maintain appropriate relationships and personal boundaries with children and young people; Emotional resilience in working with challenging behaviours; and Attitudes to use of authority and maintaining discipline 	
A = Application Form I = Interviews R = References		