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| **Year Manager - Personal Specification** |

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

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| **E = Essential****D = Desirable** |  | **Measured by:**1. **Application Form B. Test / Exercise**
2. **Interview D. References**
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|  | **Qualifications** |  |
| **D****E** | * Good degree in relevant subject
* GCSE Level of Education or above
 | **A****A** |

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|  | **Experience/Knowledge** |  |
| **E****E****E****E****E****D****E****E****E** | * Recent successful experience of supporting students overcome a range of personal barriers to achieve academic success
* The ability to develop positive relationships with a wide range of young people.
* Experience in developing bespoke personalised intervention to overcome barriers to learning
* Experience of working and leading in an education setting with challenging students
* Experience in improving the behaviour and attendance of groups of students
* Experience of co-ordinating internal and external alternative provision to support students in better behaviour.
* Successful contributions to team work
* Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
* Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
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|  | **Skills, Attributes and Abilities** |  |
| **E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E****E** | * Ability to work under pressure and meet deadlines
* Strong interpersonal skills and ability to communicate effectively with children and adults
* Successful experience of developing appropriate strategies for children with SEMH needs
* Strong interpersonal skills and ability to communicate effectively with children and adults
* An ability to keep accurate and up to date records
* Ability to use ICT for recording, monitoring and reporting
* Effective interpretation, analysis and use of data
* Be resilient, reliable, in good health, and possess a sense of humour
* Ability to use progress data of students to benchmark, track and improve attendance of students for whom responsible
* Emotional resilience in working with challenging behaviours; and attitudes to the use of authority and maintaining discipline
* Able to deal sensitively with people and achieve positive outcomes
* High level of motivation and commitment
* Commitment to own personal development and learning
* To promote equality, diversity and inclusion and demonstrate this within the role.
* To be responsible for promoting and safeguarding the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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|  | **General** |  |
| **E****E****E****E****E** | * Respectful towards all students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability
* Committed to the principles of the Academy programme
* Possess personal integrity, warmth and a willingness to grow and learn
* Commitment to the education of the ‘whole child,’ i.e. social, emotional and citizenship development
* Enhanced CRB Disclosure
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