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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 | **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A D**  **A B**  **A D**  **A C**  **A C** |

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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 | **A B C**  **A**  **A C**  **A C**  **A**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C**  **A C** |

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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 | **A C**  **C**  **A C**  **A C**  **C** |