



**PERSON SPECIFICATION**

**POST:** Behaviour Manager / CLA Co-ordinator

**GRADE:** NJC Scale Points 19-25

**NOTES TO CANDIDATES:**

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the Academy will obtain the necessary information about you.

If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE Mathematics Grade A* to C or equivalent.</li> <li>GCSE English Language Grade A* to C or equivalent.</li> <li>To hold a relevant qualification in working with young people.</li> </ul>	Application form and interview	<ul style="list-style-type: none"> <li>A levels, degree or relevant work experience.</li> </ul>	Application form, interview and certificates.

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● An excellent knowledge of working within a secondary school environment and/or working with children of secondary school age.</li> <li>● Experience of working within an educational setting whilst dealing with challenging behaviour.</li> <li>● Working knowledge of relevant policies/codes of practice in Safeguarding and Child Protection.</li> <li>● Ability to organise, prioritise, manage tasks and make decisions.</li> <li>● High level IT skills including knowledge and experience in the use of Microsoft packages.</li> <li>● The ability to develop creative solutions to a range of issues.</li> <li>● High level communication skills.</li> <li>● Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> <li>● Knowledge of the CLA process and the responsibilities of key individuals e.g. Virtual Team.</li> <li>● Experience of supporting and engaging children and young people in order to ensure access to the whole curriculum.</li> <li>● Experience of enabling children and young people to overcome barriers to learning and achievement.</li> </ul>	Application form and Interview	<ul style="list-style-type: none"> <li>● Evidence of supportive work with children, such as mentoring or counselling.</li> <li>● Experience in behaviour outreach work and student placement at alternative provisions.</li> <li>● Experience working in alternative provision.</li> <li>● Experience of working with outside agencies, including social services, police, councillors and medical services.</li> </ul>	
---------------------------------	---	--------------------------------	---	--

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Personal commitment to equality, inclusion and diversity.</li> <li>● High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements and a belief that they can achieve.</li> <li>● A positive, friendly and welcoming demeanour.</li> <li>● An excellent listener.</li> <li>● The ability to: <ul style="list-style-type: none"> <li>a. Build effective working relationships with all students and colleagues; treating them consistently, with respect and consideration.</li> <li>b. Work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.</li> <li>c. Be resilient and solution focused.</li> <li>d. Demonstrate commitment to Equal Opportunities.</li> <li>e. Establish appropriate and effective nurturing relationships with children and young people.</li> <li>f. Organise own workload and demonstrate autonomy, initiative and creativity.</li> <li>g. Respond proactively to unexpected problems and situations.</li> <li>h. Develop and maintain efficient record keeping systems.</li> <li>i. Produce accurate and up-to-date records and reports as required.</li> <li>j. Communicate with a range of audiences including other employees within the school, Governors, students and parents.</li> <li>k. Show sensitivity and objectivity in dealing with confidential issues.</li> </ul> </li> </ul>	Application form and interview		
<b>Special Working Conditions</b>	<ul style="list-style-type: none"> <li>● A driving licence and the use of a car to travel to and from meetings, home visits etc.</li> <li>● Willingness to participate in relevant training and development opportunities offered by the Academy and Academy Trust.</li> <li>● Ability to attend occasional events out of school hours / evenings.</li> <li>● Ability to work to a flexible timetable.</li> </ul>	Application form and interview		