

Chingford Academies Trust
South Chingford Foundation School
Person Specification & Assessment
Alternative Provision Manager

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment A/I/T*
Qualifications, Education and Experience			
4 GCSE grades A - C x 4 (or equivalent), including Maths, English	✓		A
NVQ Level 3 (or equivalent) qualification	✓		A
A qualification in behaviour management		✓	A
Experience of working in a Behaviour Support Unit working in class or with small groups of students of secondary age with challenging behaviour	✓		A/I
Relevant and appropriate experience of supervising and/or directing pupil activity	✓		A/I
ICT experience (e.g. Internet/Email/Word/Excel/SIMS or similar database)		✓	A/I/T
Skills, knowledge and abilities			
Excellent interpersonal and communication skills	✓		A/I
Ability to co-operate effectively as a team member	✓		A/I
Motivate and re-engage disaffected students	✓		A/I
Ability to remain calm and contribute to the resolution of problems.	✓		A/I
Ability to have positive interactions with adults and children of all ages, from a wide range of social and cultural backgrounds	✓		A/I
Knowledge and understanding special educational needs and behavior and how they impact on learning	✓		A/I/T
An understanding of how the curriculum can be adapted and developed to meet individual student needs	✓		A/I
Working knowledge of planning and delivery of relevant learning activities		✓	A/I
Excellent management and organisational skills	✓		A/I/T
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		A/I
Ability to maintain confidentiality at all times about school issues, within school and the wider community	✓		A/I/T
Ability to use ICT packages and equipment effectively to deliver effective learning activities.	✓		A/I
Ability to communicate at all levels, both written and verbal (with senior managers, staff and outside agencies)	✓		A/I/T

An understanding of Safeguarding and the necessary Child Protection procedures in a school.	✓		A/I/T
Other job specific requirements			
To be reliable and punctual	✓		A/I
A willingness to promote the ethos of the school	✓		A/I
A strong commitment to equality	✓		A/I
Commitment to understand and comply with the requirements of the Health & Safety at Work Act 1974	✓		A/I

Other Requirements			
A commitment to raising standards of behavior through improved teaching and learning skills	✓		A/I
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		A/I
Appointment to the post is subject to a satisfactory enhanced DBS clearance	✓		
<i>This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.</i> <i>'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'</i>	✓		

***I – Interview A – Application form T - Test**