

**Walsall Academy**  
**PERSON SPECIFICATION: LEARNING INTERVENTION CENTRE MANAGER**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced Through</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths with further GCSE's</li> <li>A level's or the equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Higher level relevant qualification</li> <li>Trained in matters relating to the Safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of paper qualifications</li> </ul>
<b>WORK RELATED EXPERIENCE AND ASSOCIATED SKILLS</b>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Excellent communication skills</li> <li>Resilience, patience and professionalism to manage children in a calm yet authoritative manner</li> <li>Ability to encourage and maintain discipline through authority, positive relationships and mutual respect</li> <li>Ability to communicate to a variety of stakeholders professionally</li> <li>Ability to reflect on own practice</li> <li>Ability to use an array of strategies to encourage positive behaviour</li> <li>Ability to defuse volatility.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with secondary school age children</li> <li>Experience of improving and managing behaviour</li> <li>Experience of managing children through support and intervention</li> <li>Experience of mentoring</li> <li>Experience of working in a secondary school setting</li> </ul>	<ul style="list-style-type: none"> <li>Application letter</li> <li>Interview and communication</li> </ul>
<b>SPECIALIST KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Secure knowledge and understanding of the secondary education system</li> <li>Ability to confidently use ICT software specifically Microsoft Office and the academy administration system</li> <li>Knowledge and aptitude to support students in learning</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of how to give positive and targeted support to students with special educational needs</li> <li>An understanding of child psychology and behavioural triggers</li> <li>Knowledge of matters relating to Safeguarding and Prevent</li> </ul>	<ul style="list-style-type: none"> <li>Application letter</li> <li>Interview questions</li> </ul>
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Determination to encourage the highest quality of learning experience for all students under your supervision</li> <li>A commitment to equality</li> <li>An understanding of diversity</li> <li>Ability to establish good and productive working relationships, and work well in a team</li> </ul>	<ul style="list-style-type: none"> <li>A strategy thinker</li> </ul>	<ul style="list-style-type: none"> <li>Application letter</li> <li>Interview questions</li> <li>References</li> </ul>

Attributes	Essential	Desirable	Evidenced Through
	<ul style="list-style-type: none"> <li>• Ability to communicate effectively to staff, students, parents, orally and in writing</li> <li>• Ability to meet deadlines</li> <li>• Able to empathise with young people and yet be firm, fair and consistent when dealing with them</li> <li>• Excellent attendance and punctuality</li> <li>• Enthusiasm, energy, stamina and positivity</li> <li>• Sense of humour and perspective</li> <li>• Personal presence and authority</li> <li>• Possess leadership qualities to drive forward initiatives</li> </ul>		