

Walsall Academy
PERSON SPECIFICATION: LEARNING INTERVENTION CENTRE MANAGER

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

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