



# Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

## Learning Manager Person Specification

	Essential	Desirable	Method of Measuring
<b>Qualifications:</b>			
GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
Level 3 Teaching Assistant qualification		X	A, C
Educated to A level or equivalent		X	A, C
<b>Skills and Experience of:</b>			
Working with children and young people	X		A, I
Working with children and young people with SEND		X	A, I
Behaviour management skills	X		A, I
Using IT (in particular, Microsoft Office programmes)	X		A, I
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation		X	A, I, R
<b>Knowledge and Understanding of:</b>			
The education system	X		A, I
GDPR and confidentiality	X		A, I
Safeguarding and child protection	X		A, I
<b>Personal Qualities:</b>			
Flexible and adaptable in your approach to the job	X		A, I, R
Able to work on your own initiative	X		A, I, R
Able to communicate effectively with all stakeholders	X		A, I, R
Able to treat information confidentially	X		A, I, R
A good team player	X		A, I, R
Willing to participate in staff training	X		A, I, R
Enthusiastic and committed	X		A, I, R
Professional in your conduct	X		A, I, R

### Key

A – application form

C – original certificates

I - interview process  
R - references

