

	<p>Lea Valley Academy</p> <p>KS3 Progress Leader</p>
<p>Date</p>	<p>June 2023</p>

PERSON SPECIFICATION

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Have suitable educational qualifications and relevant experience.
- A knowledge of current educational issues especially in relation to pastoral care
- Have an excellent punctuality, attendance and health record.
- Be aware of the need to ensure children are safe within school.
- Experience of dealing successfully and diplomatically with parents.
- Exhibit flexibility and an ability to work under pressure.
- Have good communication skills; be able to liaise with form tutors, other Progress Leads and the Leadership Team in order to contribute to, and implement, whole school policies.
- The competence to liaise with outside agencies such as the Education Welfare Service, the police, youth support services.
- Able to work independently and as part of a team.
- The aptitude to adapt to changing circumstances.
- The ability to take initiative and accept responsibility.
- The capacity to listen, empathise and resolve conflict.
- The willingness to inspire and take an interest in the well-being and personal development of students.
- Be willing to contribute to the broader life of the school.
- A commitment to further your own professional development.