

ALTERNATIVE PROVISION MANAGER - PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE
SAFEGUARDING		
Ability to safeguard and promote the welfare of children and young people, has a good understanding of the safeguarding agenda and can show a personal commitment to safeguarding	E	Application/Reference/ Interview
EXPERIENCE AND QUALIFICATIONS		
Four GCSEs grade C or above, including English and Maths (or equivalent qualification)	E	Application / Certificates
NVQ Level 3 (or equivalent)	D	Application / Certificates
Significant and successful experience of working with children with challenging behaviour in an educational context in an educational setting	E	Application letter/ Interview / Reference
Knowledge of how internal alternative provisions can be used to support curriculum delivery and raising standards for young people aged 11-16.		
Demonstrable written and oral communication skills, including ICT skills	E	Application letter/ Interview / Reference
Experience of dealing with confidential and sensitive information	E	Application letter/ Interview / Reference
Experience of planning/implementing restorative programmes of study	E	Application letter/ Interview / Reference
Awareness of current Health and Safety legislation and procedures	E	Application letter/ Interview / Reference
Financial management skills; able to make effective use of any given budget	E	Application letter/ Interview / Reference
PERSONAL QUALITIES		
Strong commitment to the values and ethos of a school and the ability to promote them	E	Application letter/ Interview / Reference
Ability to manage students with prudent judgement, support and encouragement	E	Application letter/ Interview / Reference
Articulate, with good interpersonal skills	E	Application letter/ Interview/Reference
Good organisational skills, timekeeping and a flexible approach to working hours	E	Application letter/ Interview/Reference
Ability to work under pressure and to meet tight deadlines	E	Application letter/ Interview/Reference
Good attendance and punctuality record	E	Reference

The ability to work with others to achieve shared goals	E	Application letter/ Reference / Interview
To use feedback from all levels of the school to help improve the way you manage your role	E	Reference / Interview
Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance	E	Application letter/ Reference / Interview
Willingness to undertake coaching with a small group of students	E	Application letter/ Reference / Interview
A commitment to ongoing personal development and to undertake any relevant training and development activities	E	Application letter/ Reference / Interview