



## Person Specification

**Job Title:** Learning Manager

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
1. Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
2. 5 GCSE (or equivalent) grade C or above including Maths and English	✓	
3. Relevant degree		✓
4. Relevant IT qualification	✓	
5. Qualification in areas relevant to the post e.g. counselling, education, social sciences etc.		✓
6. Level 3 or higher qualification(s)		✓
<b>Experience</b>		
7. Experience of working in a school environment	✓	
8. Experience of counselling and or mentoring		✓
9. Child Protection trained		✓
10. Understanding of the wide range of problems experienced by vulnerable students	✓	
<b>Skills</b>		
11. Excellent communication and listening skills	✓	
12. Ability to present to large groups e.g. students/parents		✓
13. Good time management and organisational skills	✓	
14. Ability to respect and maintain confidentiality	✓	
15. Ability to work as part of a team	✓	
16. Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
<b>Other</b>		
17. Knowledge of Secondary Education		✓
18. Knowledge of school external agencies such as CAMHS,, social care etc.		✓