



## 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.                                  |                  | ✓                |