

## Person Specification

**Job Title: Learning Manager**

<b><u>Knowledge</u></b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a school environment.	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support	✓	
Experience of the Common Assessment Framework and its use to support families and students	✓	
Experience of working in a school environment.	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance		✓
<b><u>Qualifications</u></b>		
5 Level 2 or equivalent (A*-C GCSE) qualifications including English and Maths	✓	
Educated to Level 3 or equivalent (A Level)		✓
Educated to degree level		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
<b><u>Skills</u></b>		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Good working knowledge of standard computer packages (word processing, databases, email and spreadsheets etc)	✓	
Excellent time management and organisation skills	✓	
Ability to work with students and have a real interest in the issues faced by our students	✓	