



Person Specification

Job Title: Personalised Learning Centre (PLC) Manager

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Experience		
Experience of working in a school environment with young people with specific difficulties and vulnerabilities.	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
Skills		
Excellent communication and listening skills	✓	
Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Good time management and organisation skills	✓	
Ability to work with students and have a real interest in the issues faced by this age group	✓	