

Person Specification

Job Title: Post 16 Learning Manager

Qualifications	Essential	Desirable
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
5 GCSE (or equivalent) grade C or above including Maths and English	✓	
Relevant degree		✓
Relevant IT qualification	✓	
Qualification in areas relevant to the post e.g. counselling,, education, social sciences etc.		✓
Level 3 or higher qualification(s)		✓
Skills		
Excellent communication and listening skills	✓	
Ability to present to large groups e.g. students/parents		✓
Good time management and organisational skills	✓	
Ability to respect and maintain confidentiality	✓	
Ability to work as part of a team	✓	
Ability to form meaningful relationships with young people in the 16-19 age range.	✓	
Other		
Experience of working in a school environment	✓	
Successful delivery of high quality pastoral care sessions for Post 16 students.		✓
Experience of offering information, advice and guidance to young people	✓	
Experience of counselling and or mentoring		✓
Child Protection trained		✓
Understanding of the wide range of problems experienced by vulnerable students	✓	
Understanding of the Post 16 Educational Landscape.		✓
Knowledge of progression pathways for Post 16 students		✓
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Knowledge of school external agencies such as UCAS, universities, employment opportunities, CAMHS, social care etc.		✓