



## Person Specification

**Job Title: Learning Manager**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE qualifications in 5 subjects including English and Maths grades A to C or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
<b>Experience</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		✓
<b>Skills</b>		
Excellent communication and listening skills	✓	
Ability to maintain and respect 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	✓	
<b>Other</b>		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Occupational Health	✓	