



# Person Specification

**Job Title: Learning Manager (Pastoral Year Manager)**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualifications in English and Maths at Grade 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 and specific vulnerabilities and how to access this support	✓	
Experience of the Common Assessment Framework or Early Help Assessments and its use to support families and students		✓
<b>Skills</b>		
Excellent communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer package (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 DBS Disclosure	✓	
Assessed and advised by Occupational Health	✓	
Knowledge, skills and experience requirements for the post	✓	