



Person Specification

Job Title: Pupil 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 | ✓ | |