

## Person Specification

**Job Title:** Learning Manager

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of the wide range of problems experienced by vulnerable students	✓	
Knowledge of Secondary Education		✓
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Knowledge of school external agencies such as CAMHS,, social care etc.		✓
<b>Qualifications</b>		
Willingness and ability to obtain and/or enhance qualifications and raining 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)		✓
<b>Experience</b>		
Experience of working in a school environment	✓	
Experience of counselling and or mentoring		✓
Child Protection trained		✓
<b>Skills</b>		
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	✓	