**PERSON SPECIFICATION – Reflection for Leaning Manager**

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| **Experience**  | **Essential or desirable** |
| * Successful experience of working with young people, either paid or voluntary, over an extended period (minimum 2 years)
* Successful experience of working with children or young adults in a coaching or mentoring capacity
* Experience of designing and/or delivering intervention programmes to support behaviour modification
 | **E****D****D** |
| **Qualifications/Training**  |  |
| * GCSE English and Maths at Grade C (5) or above, or equivalent Level 3 Qualifications
* Qualifications to Level 3
* Teaching qualification
* Counselling/mentoring qualification
* Willingness to participate in relevant training and development opportunities to further develop knowledge and skills around mentoring
* Training in special educational needs strategies and support for students with SEND
* Willingness to undertake appointed person certificate in first aid administration
 | **E****E****D****D****D****D****D****D** |
| **Knowledge/Skills** |  |
| * Ability to work effectively within a team environment, understanding classroom roles and responsibilities
* Ability to build and maintain effective working relationships with all students and colleagues
* Ability to adapt own approach in accordance with student needs
* Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate
* Ability to continually develop and extend own working practices
* Excellent personal numeracy and literacy skills
* A wide range of ICT skills, e.g. SIMS, ClassCharts, word processing, excel spreadsheets, email, internet, use of MS Teams/SharePoint/OneDrive etc
* An understanding of barriers to learning, including SEND, which may impact upon accessibility of the intervention support, attainment and progress
* Working knowledge of relevant policies/codes of practice/legislation
* Understanding of inclusion, especially within a school setting
 | **E****E****E****E****E****E****E****E****D****D****D** |
| **Professional Values, Practice and Aptitudes** | **All Essential** |
| * Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
* A personal commitment to safeguarding and promoting the welfare of young people
* To be aware of confidentiality at all times in relation to paperwork, conversations and discussions
* Ability to keep calm under pressure and use tact and diplomacy
* To be highly organised, with a methodical approach to work
* Ability to manage own workload and work independently when required
* To be capable of working to deadlines and willing to be flexible
* To acquaint yourself with the school’s policies, and follow procedures and guidelines
* Demonstrate high expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
* Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work
* Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
* Able to liaise sensitively and effectively with parents and carers, recognising role in students’ learning
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***The Heath Family (NW) and our Governing Body are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.***