



### Person Specification

<b>JOB TITLE:</b>	<b>Year and Learning Manager</b>
<b>DATE:</b>	<b>May 2025</b>
<b>STATUS:</b>	<b>Final</b>

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. Qualified to degree level or equivalent	E	✓		✓	✓
2. Further qualifications at level 5 or above, relating to working in education and / or with young people.	D	✓			✓
3. Up to date knowledge of PREVENT, CSE and on-line safety.	E	✓		✓	
4. Good working knowledge of Microsoft Office packages including Word and Excel.	E	✓		✓	
5. A knowledge of data protection issues	D	✓		✓	
6. Current First Aid qualification	D	✓			✓
7. Knowledge of SEN and strategies to support pupil learning	D	✓		✓	
8. Can evidence commitment to ongoing professional development	E	✓		✓	
<b>Experience</b>					
9. Substantial experience working with individual pupils and groups of pupils in a classroom setting	E	✓	✓	✓	
10. Recent experience and/or employment relevant to working with young people	E	✓			
11. Experience of exercising initiative to deal with situations as they arise	E	✓			
12. Experience in the use of school database systems	D	✓			
13. Experience of supporting the learning of young people in a classroom environment	D	✓			
14. Experience of using ICT to support the learning of pupils	D	✓			

15. Experience using/implementing behavior management strategies	D	✓	✓		
<b>Skills and competencies</b>					
16. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓	✓	✓	
17. Ability to maintain confidentiality on all school matters	E	✓		✓	
18. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
19. Ability to prioritise a range of tasks and meet deadlines	E	✓		✓	
20. Ability to work without close and constant supervision	E			✓	
21. Ability to use own initiative and manage a demanding workload with frequently changing priorities	E			✓	
22. Ability to work under pressure whilst maintaining a high degree of accuracy	E		✓	✓	
23. Excellent organisational skills	E			✓	
24. Able and willing to follow school protocols and procedures	E	✓		✓	
25. Willingness to assist colleagues	E	✓		✓	
26. To be able to innovate, inspire and motivate other staff and pupils.	E			✓	
27. Able to relate well to young people and adults and in particular to establish positive relationships with professionals within and beyond the trust, often in challenging circumstances	E		✓	✓	
28. Effective verbal and written communication skills to a range of audiences.	E	✓	✓	✓	
<b>Other</b>					
29. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
30. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓

31. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	
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