**WELLFIELD COMMUNITY SCHOOL**

PERSON SPECIFICATION FOR THE POST OF ASD PEGASUS HUB MANAGER

Grade 7

37 hours per week Term Time plus 3 weeks

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| **Criteria** | **Essential** | **Desirable** |
| Education and Experience | * Hold relevant qualifications at a level equivalent to at least National Qualification Framework Level 3 * Demonstrable levels of numeracy and literacy, equivalent to GCSE (A\*-C) or NVQ Level 2 * Relevant qualification in relation to ASD * Training in relevant learning strategies, e.g. literacy and or numeracy. | * Degree * HLTA qualification * Evidence of Specialism in specific curriculum areas or areas of particular learning difficulty * Experience of mentoring young people * A minimum of two years’ experience of working with children with ASD |
| Knowledge and Understanding | * Understanding of behaviour management strategies | * Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies * Understanding of First Aid procedures * Knowledge and understanding of support agencies for young people * Knowledge of alternative communication programmes |
| Skills | * Excellent interpersonal skills both in working relationships with young people and in forming effective professional relationships with a wide range of contacts * Good organisational and time management skills * Sound IT skills to support learning and maintain electronic information systems * Effective oral and written communication skills * Ability to manage a base where support is provided for children with ASD | * Able to deliver life skills |
| Abilities | * Able to form and maintain appropriate professional relationships and boundaries with children and young people * Ability to organise classroom activities, eg, preparing and setting out resources and implementing strategies for teaching and learning * Ability and willingness to work constructively as part of a team * Ability to supervise pupils effectively both in and out of school in line with the school’s behaviour policy * Ability to deal with sensitive information in a confidential manner * Ability to provide a good role model to young pupils * Ability to work in partnership with parents and teachers * Ability to use own initiative and work flexibly. | * A commitment to providing a responsive and supportive service and a willingness to seek ways of improving the service constantly |
| Other | * Empathy with young people facing barriers to their learning * A commitment to helping young people achieve through education and learning * An understanding of and a genuine commitment to Equal Opportunities * A genuine interest in young people and how they learn * A sense of humour | * Willingness to be involved in extra-curricular activities |