**Dene Community School**

**Person Specification**

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**Job Title: Assistant Progress Leader**

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|  | **Essential**  | **Desirable**  | **Evidence**  |
| **Qualifications**  |   |   |   |
| Demonstrable levels of numeracy and literacy equivalent to GCSE (A\*-C) or above in English, Maths and Science.  |  |  | Application letter and interview  |
| HLTA standards or equivalent qualification (NVQ Level 3 qualification)  |  |  |
| Training in learning strategies relevant to literacy.  |  |  |
| **Experience**  |   |   |   |
| Experience of working with children (either paid or unpaid capacity) preferably in a secondary education setting.  |  |  | Application letter,interview and References  |
| Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.  |  |  |
| **Philosophy**  |  |  |  |
| Commitment to the aims of the Organisation  |  |  | Application letter and interview  |
| Commitment to self-evaluation and continuous improvement and commitment to sharing best practice  |  |  |
| **Professional Knowledge/understanding**  |   |   |  |
| Knowledge and understanding of the requirements of the National Curriculum.  |  |  | Application letter and interview  |
| Understanding of issues affecting behaviour and barriers to learning.  |   |  |
| Ability to implement individual behaviour improvement strategies.  |   |  |
| Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.  |   |  |
| Good organisational and time management skills, including ability to multi-task  |   |  |
| Ability to keep accurate records, and attention to detail  |   |  |
| Ability to develop good working relationships with other staff  |   |  |
| Ability to develop good working relationships with parents  |   |  |  |
| Ability to manage potentially difficult conversations with parents/carers  |   |  |  |
| Experience with SIMS  |  |  |
| Experience with Microsoft Office  |  |  |
| **Skills, attributes and personal qualities**  |  |  |  |
| Able to form and maintain appropriate professional relationships and boundaries with children and young people.  |  |  | Application letter and interview |
| Ability and willingness to work constructively as part of a team  |  |  |
| Experience of using behaviour management strategies.  |  |  |
| Ability to supervise pupils effectively both in and out of school in line with the school’s behaviour policy.  |  |  |
| Ability to help children and young people to transfer their learning to other parts of their lives.  |  |  |
| Ability to provide a good role model to young pupils.  |   |  |
| Ability to work in partnership with parents and teachers  |   |  |
| A commitment to helping young pupils achieve, through education and learning.  |  |  |
| Competent use of ICT skills to support learning and maintain electronic information systems.  |  |  |
| Ability to use own initiative and work flexibly  |  |  |
| Ability to deal with sensitive information in a confidential manner  |  |  |
| Flexibility and ability to work under pressure and meet deadlines  |  |  |
| Excellent written and communication skills  |  |  |
| A commitment to deliver services with the framework of the school’s equal opportunities policy  |  |  |
| A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.  |   |  |
| Attend school training sessions and other training opportunities.  |   |  |