

Northern Education Trust
Post: Learning Manager
PERSON SPECIFICATION

| | | | Assessed by: | |
|--|---|------------------------------|---------------------|-------------------------|
| No | Categories | Essential / Desirable | App Form | Interview / Task |
| QUALIFICATIONS | | | | |
| 1. | 5 GCSE's or equivalent, including English and Maths | E | ✓ | |
| 2. | Willingness and ability to obtain and/or enhance qualifications and training for development in the post | E | ✓ | |
| 3. | Evidence of continuous professional development and training | E | ✓ | |
| EXPERIENCE | | | | |
| 4. | Experience of working in a school environment | E | ✓ | ✓ |
| 5. | Experience and knowledge of issues affecting students and young people and how to offer supportive assistance. | E | ✓ | ✓ |
| 6. | Experience of the Common Assessment Framework and its use to support families and students | E | ✓ | ✓ |
| 7. | Experience of using Microsoft Office packages, SIMS, databases and web technologies | E | ✓ | ✓ |
| ABILITIES, SKILLS AND KNOWLEDGE | | | | |
| 8. | Excellent communication and listening skills | E | ✓ | ✓ |
| 9. | Ability to respect and maintain confidentiality | E | ✓ | ✓ |
| 10. | Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support | E | ✓ | ✓ |
| 11. | ICT literate with a working ability to use key IT software to present work to a high standard. | E | ✓ | ✓ |
| 12. | Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues | E | ✓ | ✓ |
| 13. | Efficient and effective organisational skills | E | ✓ | ✓ |

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| 14. | Excellent customer service skills and ability to respond quickly as circumstances dictate. | E | ✓ | ✓ |
| 15. | Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these. | E | ✓ | ✓ |
| PERSONAL QUALITIES | | | | |
| 16. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 17. | Commitment to support the Trust's agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 18. | A flexible approach and strong work ethic | E | ✓ | ✓ |