**Sedgefield Community College**

**Year Group Manager**

**Person Specification and Selection Criteria**

Please ensure that your read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Key**

E-Essential, D-Desirable, A-Application, I-Interview, R-Reference

|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential/Desirable | Assessment |
| 5 GCSEs A\* - C or equivalent including Maths and English | E | I/R |
| First Aid qualification or willingness to undertake training | E | I/R |
| Certificate of Higher Education/Higher National Certificate or other relevant level 4 qualification | E | I/R |
| Counselling or child protection training (level 2) | D | I/R |
| Mental Health first aid training | D | I/R |
| Evidence of further study post 16 | D | I/R |
| Current driving licence or access to a means of mobility support | E | I/R |
| **Knowledge / Skills / Abilities** |
| Experience of working with young people | E | I/R |
| ICT literate | E | I/R |
| Experience of working in a school environment in a student facing role. (eg, Teacher, LSA, HLTA) | D | I/R |
| Experience of administrative work | E | I/R |
| Experience of using SIMS | D | I/R |
| Experience of using CPOMS | D | I/R |
| Experience of dealing with other related agencies (eg, Social Services, School Nursing Service) | E | I/R |
| High level organisational skills | E | I/R |
| Good interpersonal skills | E | I/R |
| Ability to resolve conflict and deal sensitively with difficult situations | E | I/R |
| Ability to make evidence based decisions. | E | I/R |
| Excellent communication skills (written and orally) and telephone manner | E | I/R |
| **Equal Opportunities** |
| Commitment to equal opportunities | E | I/R |
| Ability to promote and support the school’s Equal Opportunities Policy | E | I/R |
| **Disposition/personal qualities** |
| Ability to work hard with competing deadlines, prioritisingappropriately, and maintaining good humour | E | I/R |
| An ability to build supportive working relationships with colleagues, supporting team work and collaborative working | E | I/R |
| Calm, controlled manner in difficult situations | E | I/R |
| Enthusiasm | E | I/R |
| Ability to liaise effectively at all levels on a wide range of matters | E | I/R |
| Smart appearance | E | I/R |
| Clear understanding of and respect for confidentiality | E | I/R |
| Positive attitude to personal development and training | E | I/R |
| Ability to work in a team and alone | E | I/R |

**Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure and Barring Service check.**

***Sedgefield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***