

Northern Education Trust
Post: Senior 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	✓	
	NVQ 4 qualification of equivalent	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	✓	
4.	First Aid training or willingness to undertake appointed person certificate in First Aid	D	✓	
5.	Safeguarding training relevant to a lead safeguarding role (e.g. DSL/deputy DSL training), or willingness to undertake this	E	✓	
6.	A leadership or management qualification, or evidence of relevant leadership development	D	✓	
EXPERIENCE				
7.	Experience of working in a school environment	E	✓	✓
8.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance.	E	✓	✓
9.	Experience of the Common Assessment Framework and its use to support families and students	E	✓	✓
10.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓	✓
11.	Experience of leading pastoral care, behaviour and/or attendance across a key stage or significant student cohort	E	✓	✓
12.	Experience of line managing, coaching and developing pastoral staff, including performance management	E	✓	✓

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13.	Experience of safeguarding practice, including making timely referrals, maintaining accurate records and contributing to Child Protection Conferences, Children in Need and Team Around the Child meetings	E	✓	✓
14.	Experience of analysing attendance, behaviour and attainment data to identify trends and plan, implement and evaluate targeted interventions	E	✓	✓
15.	Experience of leading targeted support for vulnerable students and families, including pupil premium students, looked after children and those at risk of exclusion or harm	E	✓	✓
16.	Experience of leading strategies to improve attendance, including persistent absence, truancy and punctuality	E	✓	✓
17.	Experience of supporting complex cases, including exclusions, reintegration and behaviour/pastoral support plans	E	✓	✓
18.	Experience of multi-agency and partnership working with social care, police and local authority services	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
19.	To hold a Driving Licence	E		
20.	Excellent communication and listening skills	E	✓	✓
21.	Ability to respect and maintain confidentiality	E	✓	✓
22.	Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support	E	✓	✓
23.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
24.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
25.	Efficient and effective organisational skills	E	✓	✓
26.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓

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27.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	✓	✓
28.	Ability to lead and quality assure robust systems for safeguarding recording and reporting, attendance monitoring and pastoral intervention tracking	E	✓	✓
29.	Knowledge of statutory safeguarding and welfare responsibilities, including Keeping Children Safe in Education	E	✓	✓
30.	Ability to act as Lead Professional and as a key point of contact for complex and high-risk cases	E	✓	✓
31.	Ability to contribute to whole-school self-evaluation, improvement planning and the development of pastoral and safeguarding policies	E	✓	✓
PERSONAL QUALITIES				
32.	A strong commitment to the Trust values and ethos	E	✓	✓
33.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
34.	A flexible approach and strong work ethic	E	✓	✓
35.	Commitment to promoting a strong safeguarding culture, including contributing to staff training	E	✓	✓
36.	High expectations and a commitment to inclusion and equal opportunities for all students	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.