

Year Manager Person Specification

Experience	<ul style="list-style-type: none"> • Experience working with young people of secondary school age (E) • Experience of working with pupils with additional or special educational needs (D) • Experience of working with young people from diverse ethnic, cultural and socio-economic backgrounds (D)
Qualifications and Training	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience (E) • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths (E) • First Aid qualification (D)
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to relate well to children and adults (E) • Clear understanding of professional standards in the workplace (E) • Working knowledge of national curriculum and other relevant learning programmes (E) • Understanding of principles of learning processes (E) • Ability to manage the behaviour of students effectively (E) • Very good written, listening and oral communication skills (E) • High level organisational skills (E) • Ability to use ICT effectively to support learning and administration (E) • Ability to plan effective actions for a wide range of students (E) • Ability to evaluate own learning needs and commitment to training and professional development (E) • Ability to work constructively as part of a team, understanding roles and responsibilities within the School (E) • Ability to take initiative when required (E) • Working knowledge of policies (D) and awareness of relevant legislation (D) • Understanding of confidentiality (E) • Understanding of the range of support services/providers (E) • Understanding of data and willingness to learn how to apply data (E) • Understanding and commitment to the promotions of health and safety in the work place (E)

Personal attributes	<ul style="list-style-type: none">• Ability to communicate effectively with a range of young people and adults, using non-technical language (E)• A positive attitude to working in a multi-cultural school (E)• A caring positive attitude towards students' welfare (E)• Resilience, energy and the commitment to sustain high quality work under pressure (E)• Self-motivated, enthusiastic, dependable. (E)• A sense of humour and proportion (E)
----------------------------	--