



The Armthorpe School

A Specialist School in The Arts and Sport

PERSON SPECIFICATION

Post title: **Student Welfare Manager**

		Essential	Desirable	Method of Assessment
1.	Experience			
1a.	Experience of working in schools.	√		AF/R
1b.	Experience of working as part of a team.	√		AF/R
1c.	A minimum of 3 years relevant experience of working with school age children.		√	AF/I/R
2.	Qualifications and Training			
2a.	GCSE passes in Maths and English – Grade C or above (or equivalent).	√		AF/CQ
2b.	Evidence of continued professional development or accredited achievement of specialist skill.		√	AF/I
2c.	Ability to relate well to pupils, 11-16 years of age, parents, colleagues and other adults.	√		AF/I
2d.	Willingness to be involved in training.	√		AF/I/R
3.	Skills/Attributes			
3a.	Ability to identify risks within personal objectives.	√		AF/I/R/
3b.	Ability to work with a range of support servers/providers.	√		AF/I
3c.	Ability to plan effective actions for students at risk of underachieving.	√		AF/I
3d.	Ability to develop appropriate systems and resources.	√		AF/I
3e.	Effective use of ICT skills in support of learning and welfare needs.	√		AF/I
3f.	Experience of relevant learning and/or behaviour strategies.		√	AF/I
3g.	Experience of working with students with additional needs.		√	AF/I
3h.	Knowledge of relevant policies/codes of practice/legislation.		√	AF/I
3i.	Good understanding of child development and learning processes.		√	AF/I
3j.	Understanding of statutory frameworks relating to teaching.		√	AF/I
4.	Personal Qualities			
4a.	Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children.	√		I/R
4b.	A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	√		AF/IR
4c.	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	√		I
4d.	Conscientious, honest and reliable.	√		R
4e.	Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	√		AF/I
4f.	Ability to self-evaluate learning needs and actively seek learning opportunities.	√		AF/I
4g.	Experience of a management role.		√	AF/I
4h.	Strong organisational and admin skills.	√		AF/I
4i.	Strong oral and verbal communication skills.	√		AF/I

4j.	Excellent interpersonal skills.	√		AF/I
4k.	Ability to work independently when required.	√		AF/I
4l.	Ability to manage a complex and varied range of tasks and responsibilities efficiently and effectively.	√		AF/I
4m.	Ability to cope with stressful situations.	√		AF/I
4n.	Willingness to be flexible in undertaking tasks.	√		AF/I
5.	Personal circumstances			
5a.	A criminal records check at enhanced level.	√		CRB
5b.	Except from the Rehabilitation of Offenders Act, 1974 (all spent convictions to be declared).	√		AF
6.	Physical Requirements			
6a.	No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments).	√		I/R
6b.	Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability).	√		I/R

Key:

AF : Application Form
I : Interview
R : References
CQ : Certificate of Qualification
O : Observation

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.