

**PROGRESS HUB LEADER - PERSON SPECIFICATION**

E= Essential, D = Desirable

	<b>E</b>	<b>D</b>
<b>Skills/Abilities</b>		
Able to lead and self-manage own workload to deadline and quality standards	✓	
Able use resources effectively to ensure the ongoing development of learning and progress for all pupils	✓	
Able to demonstrate understanding of complex problems and apply in depth knowledge to address them	✓	
Able to develop original techniques, methods and solutions	✓	
A team player able to work effectively in a team, understanding the strengths and weakness of others to help team development	✓	
Able to supervise work of pupils	✓	
Ability to set targets and monitor progress	✓	
Able to contribute to wider school management, administration and initiatives	✓	
Ability to create effective relationships with a variety of different people	✓	
Able to have a positive impact on desired pupil behaviour	✓	
Able to generate enthusiasm in pupils	✓	
Good communication skills, able to clarify and explain instructions clearly	✓	
Able to communicate and build positive relationships with parents and other stakeholders	✓	
The ability to support, motivate, encourage and understand pupils maintaining an appropriately professional and detached relationship	✓	
Professionally discrete and able to respect confidentiality in particular areas	✓	
Effective use of ICT	✓	
Ability to work with and analyse data	✓	
<b>Knowledge and Understanding</b>		
Knowledge of the education system and the role of a Learning Manager within this	✓	

Some knowledge of the Children Act and education legislation		✓
Awareness of the reasons for pupils getting into difficulties and strategies for how to assist pupils in overcoming them	✓	
<b>Experience</b>		
Previous experience of managing successful pupil Interventions		✓
Previous experience of working with post-16 pupils		✓
<b>Qualifications</b>		
Education equivalent to A-level standard	✓	
Degree or other higher qualifications		✓
Training in pastoral care / educational psychology / related areas		✓
Other qualifications relevant to the post		✓
Evidence of recent in-service training		✓
First aid qualification /willingness to undertake training to become a first aider	✓	
<b>Attributes</b>		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people	✓	
A pro-active approach to dealing with issues		✓
The ability to remain calm under pressure	✓	
Discretion and diplomacy	✓	