



## Walbottle Campus Person specification

Area	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Level 3 qualification in relevant subject.</li> <li>Relevant CPD over last three years.</li> </ul>	<ul style="list-style-type: none"> <li>Degree level qualification in relevant subject.</li> <li>Further professional qualification, evidence of further study.</li> <li>Knowledge/Experience of planning, supporting and leading professional development for teaching and/or support staff.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Supporting students' welfare at secondary level.</li> <li>Knowledge of School Welfare/Pastoral systems</li> <li>Leading/promoting Independent Learning.</li> <li>Multi agency working</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge/experience of supporting monitoring and evaluating student performance.</li> <li>Knowledge and understanding of the transition process.</li> <li>Experience of coaching/mentoring.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively orally and in writing.</li> <li>Ability to form good relationships with parents, adults and students.</li> <li>Ability to work collaboratively within a team and when necessary, resolving conflict.</li> <li>The ability to interpret and use data as a tool for school improvement.</li> <li>Demonstrate strategies for ensuring inclusion and diversity</li> <li>Knowledge of Self review and evaluation procedures [whole school/departmental/year].</li> <li>Use of a wide range of intervention strategies to support student welfare.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Good time Management</li> <li>Proven ability to create conditions for sustained improvement.</li> <li>The ability to use ICT creatively to promote student engagement and achievement.</li> <li>The ability to develop data management tools.</li> <li>Demonstrate strategies for supporting welfare and achieving excellence.</li> <li>Sound knowledge of current national policies.</li> <li>Experience of Self review and evaluation procedures [whole school/ departmental/ year].</li> <li>Identification and intervention strategies which ensure student achievement.</li> <li>Understanding and experience of the work of the school governors.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Sense of humour and perspective</li> <li>Enthusiastic.</li> <li>Inspires others.</li> <li>Approachable.</li> <li>The ability to be a positive team member as well as team leader.</li> <li>Inspire, challenge, motivate and empower others to carry the vision forward.</li> <li>Model the vision and values of the school.</li> <li>Demonstrate personal enthusiasm for and commitment to the learning process.</li> <li>Access, analyse and interpret information.</li> <li>Resilience.</li> <li>Loyalty to the Leadership Team and the Governing Body.</li> </ul>	

**Prepared by:**

<b>Name:</b>	Tracey Gray	<b>Date:</b>	September 2018
<b>Title and/or department:</b>	Director of Support		

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.