

## Person Specification

Post Title: **Sixth Form Learning and Wellbeing Manager**

Responsible to: **Director of Sixth Form**

Salary grade & hours: **Band D, 37 hours  
Term-time plus insets (39 weeks + 4 days)**

	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
Education & Qualifications	English and Mathematics to GCSE level 4 or equivalent		Application
Skills & Abilities	<p>Positive, professional, responsible and helpful attitude to work, colleagues and students</p> <p>High professional standards</p> <p>Good planning, prioritising and organisational skills</p> <p>Excellent communication skills both written and oral</p> <p>Ability to relate well to young people and adults</p> <p>Ability to motivate and engage young people</p> <p>Able to assess the needs of young people</p> <p>Able to build constructive relationships with parents and carers</p>	Counselling skills	<p>Application</p> <p>References</p> <p>Interview</p>
Experience & Knowledge	<p>Experience of working in an educational setting</p> <p>Working knowledge and understanding of IT</p> <p>Experience of working constructively as part of a team</p>	<p>Experience of working in a similar role</p> <p>Knowledge of 16-18 education</p> <p>Experience of motivating and supporting students</p>	<p>Application</p> <p>References</p> <p>Interview</p>

	<p>Understanding of safeguarding procedures</p> <p>Willing to undertake training as necessary</p>	<p>Proficient use of computerised systems including Internet, email, Microsoft Word and Excel</p> <p>Knowledge of SIMS or other school information management systems</p>	
Core Qualities	<p>Team player used to working collaboratively</p> <p>Resilient and reflective</p> <p>Willingness to see a job done well</p> <p>Possess an eye for detail</p> <p>Possess good sense of humour</p> <p>Ability to work under pressure</p>		<p>Application References Interview</p>
Other Requirements	<p>Candidate will be appointed subject to a DBS check.</p>		
<p>Compiled by: Tim Stent (Deputy Headteacher)</p> <p>Date: March 2024</p>			