

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and	A* to C in GCSE English and Mathematics or equivalent	√		A & C
	ICT skills including Microsoft packages to be able to complete routine administrative tasks	√		A
	Educated to degree level or equivalent		√	A & C
	Demonstrable experience of working with young people in an educational setting	√		A & I
	Experience of supporting students with SEND/SEMH/Vulnerable groups		√	A & I
	Supervising groups of pupils	√		I & T
Personal and interpersonal	Interacting and Presenting - Presenting and Communicating Information Speaks clearly and fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.	√		I
	Organising and Executing - Following Instructions and Procedures Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role	√		I
	Supporting and Co-operating - Working with People Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for other, using sensitivity, empathy and emotional intelligence; develops and openly communicates self-insight. Effectively diffuses challenge and conflict.	√		I
	Supporting and Co-operating - Adhering to Principles and Values Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment	√		I
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	√		C
	Willingness to undertake safeguarding training when required.	√		I

* A = application, C = clearances, I = interview, T = task