

Person Specification

Role	Learning Manager
Service	R.E.A.L Education, R.E.A.L Independent School, or R.E.A.L Alternative Provision School
Location	Various
Accountable to	Head of Service

Knowledge	<u>Essential</u>	<u>Desirable</u>
Knowledge of current inspection frameworks	X	
Knowledge of relevant legislation and guidance and implications for local policy, procedure and practice (e.g. The Children's Act 2004, Children and Families Act 2014, SEND Code of Practice 2015, Keeping Children Safe in Education 2018)	X	
Demonstrate an understanding of statutory education and/or training pathways reflecting the current breadth of curriculum available to children and young people from KS2 through to KS5	X	
Knowledge of different awarding and examination bodies		X
Experience		
Six years experience of working with children and young people or vulnerable adults within an education setting	X	
Extensive experience of working within a multi-agency environment using holistic approaches with young people and their families or carers	X	
Experience of leading and chairing integrated professional meetings and processes (e.g. CAF Lead Professional)	X	
Demonstrate experience of caseload management and the coordination of education provision	X	
Demonstrate experience of supervising staff, monitoring performance and/or quality assurance processes	X	
Experience of delivering relevant professional training to peers		X
Skills		

Able to demonstrate effective communication	X	
Demonstrate a wide variety of ICT skills (e.g. an understanding of cloud based ICT systems, word processing, use of spreadsheets, and e-safety)	X	
Demonstrate effective record keeping with a clear understanding of the Data Protection Act and sharing information protocols	X	
Demonstrate an ability to track, monitor and analyse data around educational attainment, progress and outcomes	X	
Education and Training		
To hold a minimum Level 4 or 5 professional qualification in education (e.g. QTS, QTLS, Level 4 Certificate in Education, Level 5 Diploma in Education)	X	
To be able to produce evidence of previous CPD (e.g. first aid, safeguarding training, diversity training, CAF/EHC training, IOSHH)	X	
To hold a Level 6+ post graduate qualification and/or evidence of membership of professional bodies		X
To hold an A1 Assessors award		X
Qualities		
Must hold a UK Driving Licence	X	
Understand the importance of adhering to the organisation's policies, procedures and practices	X	
Be committed to delivering holistic family interventions	X	
Be driven to provide positive outcomes to children, young people and vulnerable adults	X	

Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application