

***‘Helping every person achieve things they never thought they could’* PERSON SPECIFICATION**

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| **Job Title** | **learning leader** |
| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Level 2 qualification in English and maths or equivalent |  |  |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post |  |  |

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| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of working in a school environment |  |  |
| Experience and knowledge of issues affecting students and young people and to offer supportive assistance |  |  |
| Experience of working with other agencies that are able to support students with specific vulnerabilities and how to access this support |  |  |
| Experience of the Common Assessment Framework (CAF) and its use to support families and students |  |  |
| **SKILLS** | **ESSENTIAL** | **DESIRABLE**  |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing |  |  |
| Ability to respect and maintain confidentiality |  |  |
| Ability to use standard ICT packages including Microsoft Office |  |  |
| Ability to work well under pressure and manage competing deadlines |  |  |
| Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues |  |  |
| Understanding of school child safeguarding procedures |  |  |

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| **Date Person Specification prepared/updated** | July 2025 |
| **Person Specification prepared by** | HR |