

## Person Specification

**Job Title:** PLC Manager

| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Level 2 qualifications in English and Maths or equivalent  | ✓                |                  |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post                   | ✓                |                  |
| <b>Experience</b>  |                  |                  |
| Experience of working in a school environment with young people with specific difficulties and vulnerabilities             | ✓                |                  |
| Experience and knowledge of issues affecting students and young people and how to offer supportive assistance              | ✓                |                  |
| <b>Skills</b>  |                  |                  |
| Ability to effectively communicate with a wide range of audiences  | ✓                |                  |
| Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence | ✓                |                  |
| Ability to respect and maintain confidentiality  | ✓                |                  |
| Ability to use standard ICT packages including Microsoft Office  | ✓                |                  |
| Time management and organisation skills  | ✓                |                  |
| Ability to work with students and have a real interest in the issues faced by this age group                               | ✓                |                  |
| <b>Other</b>   |                  |                  |
| Satisfactory DBS check   | ✓                |                  |