



## Leader of Independent Learning Person Specification

Qualifications & Training	Essential	Desirable
Good standard of general education (e.g. degree or equivalent), including English and Mathematics.	X	
Have a high standard of written and spoken English.	X	
Willingness to undertake relevant training, including health & safety and safeguarding.	X	
Ability to motivate students and recognise any diverse needs of learners		X
Ability to monitor, evaluate and review systems and procedures relevant to the post	X	
Experience, knowledge & Understanding		
Experience of working in a Secondary School		X
Experience of working in an organised environment requiring attention to detail.	X	
The knowledge, skills and understanding required to advise learners in relation to supporting their learning		X
Knowledge of curriculum requirements particularly at KS5		X
Have previous experience of using management information systems, e.g., Arbor.		X
Understanding of the need for confidentiality and professional conduct.	X	
Skills & Abilities		
Good organisational and time-management skills.	X	
Ability to prioritise workload and meet deadlines.	X	
Ability to follow instructions and work independently when required.	X	
Good literacy, numeracy and IT skills (e.g. inventory systems, MS Office).	X	
Effective communication skills with staff and students.	X	
Ability to work effectively as part of a team.	X	
Strong attention to detail and accuracy.	X	
A commitment to maximising the aspirations of students	X	

A commitment to improving practice through reflection, appropriate professional development and through being open to advice and feedback	X	
<b>Personal Attributes</b>		
Professional manner with discretion, tact, and diplomacy.	X	
Reliable, punctual, and flexible approach to work.	X	
Proactive and willing to take initiative.	X	
Have the capability of relating well to Sixth Form students and staff	X	
Act with honesty and professionalism, consistently demonstrating integrity in all aspects of the role	X	
Commitment to safeguarding and promoting the welfare of children.	X	
Positive attitude and willingness to support colleagues.	X	
Flexible in relation to working hours, recognising the demands and nature of the role.	X	
A willingness to undertake First Aid training as required.	X	
Willingness to undertake duties in line with the needs of the school.	X	
Sense of humour	X	
Commitment to equality, diversity and inclusion.	X	