

HIGHWORTH GRAMMAR SCHOOL
Maidstone Road, Ashford, Kent TN24 8UD
Telephone: 01233 624910 Fax: 01233 612028
E-mail: office@highworth.kent.sch.uk
Website: www.highworth.kent.sch.uk



APPOINTMENT OF STUDENT SUPPORT MANAGER **PERSON SPECIFICATION**

Professional Qualities and Experience

- Good level of education
- Experience of working with young people in the 11-16 age group
- Sound knowledge of Educational Processes at Key Stage 3/4
- Enthusiastic about the education of young people

Leadership Skills

- Able to respond to and initiate strategies to improve individual student performance
- Ability to build, support and work with teams
- Able to prioritise, plan and organise
- Ability to devolve responsibilities as appropriate
- Ability to liaise with others
- Ability to report to Director of Learning and/or Leadership Team about progress in specific student cases
- Set high standards and provide a role model for students
- To be open to ideas
- To be able to support others where necessary
- To deal sensitively with people and be able to resolve conflicts

Decision Making Skills

- To make reasonable decisions based upon evidence
- To think creatively and imaginatively
- To anticipate and solve problems
- To demonstrate good judgement
- To be able to prioritise

Communication Skills

- To communicate effectively, orally and in writing with a range of audiences
- To negotiate and consult effectively
- To be confident in the use of ICT processes including Microsoft Office as an integral part of daily working

Self Management

- Able to prioritise and manage time effectively
- Work under pressure and to deadlines

Personal Qualities

- To enjoy working with young people
- To have an excellent attendance record at work
- To be flexible and willing to take on new challenges
- To have energy, vigour and perseverance, self-confidence, enthusiasm, intellectual ability, reliability, integrity and a good sense of humour
- A willingness to work unsociable hours to attend specific community events
- A commitment to the highest standards of child protection
- Ability to demonstrate and promote good practice in line with the ethos of the school