



Associate Teacher Manager Person Specification

Qualifications & Experience	Essential	Desirable
Successful experience working with children in a school or similar environment	✓	
GCSE Grade 4 (C grade) or above in English and Maths or equivalent	✓	
Experience supervising whole classes or supporting learning within a secondary school setting	✓	
Experience using ICT systems and software packages to support school operations	✓	
Experience coordinating cover or staffing arrangements		✓
NVQ Level 3 or equivalent qualification/experience		✓
Experience line managing or supporting the development of staff		✓
Experience using Arbor or other MIS systems		✓

Skills and Knowledge	Essential	Desirable
Being aware of and working with policies in relation to safeguarding, inclusion, behaviour and child protection	✓	
Good working knowledge of ICT to support learning and school operations	✓	
Ability to use clear language to communicate information unambiguously and to listen effectively	✓	
Ability to negotiate effectively with adults and children	✓	
Ability to demonstrate a range of effective behaviour management strategies	✓	
Good understanding of the school curriculum	✓	
Ability to organise and coordinate the deployment of staff effectively	✓	
Ability to maintain accurate records and contribute to effective operational systems	✓	
Ability to manage and prioritise competing demands effectively	✓	
Ability to support, monitor and quality assure the work of colleagues	✓	
Ability to support the induction, training and development of colleagues	✓	
Ability to contribute to the development of resources to support learning, reading and writing	✓	
Ability to remain calm under pressure and adapt quickly to changing situations	✓	



Ability to contribute proactively to the work of the wider school team	✓	
Understanding of school timetabling and rooming processes		✓
Experience working with external agencies or staffing providers		✓

Personal	Essential	Desirable
Ability to establish rapport and respectful and trusting relationships with children and adults	✓	
Ability to make a distinctive contribution to the work of a team	✓	
High expectations of self and others	✓	
The ability to work to deadlines and under pressure	✓	
Ability to ensure confidentiality	✓	
Ability to be a self-starter, work in a team and deliver agreed objectives	✓	
Approachable	✓	
Resilient, organised and solution focused	✓	
Identify and undertake personal development opportunities and suggest personal development targets	✓	

Perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children including motivation to work with children and young people, ability to form and maintain appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours, and attitudes to use of authority and maintaining discipline.

GREATER THAN THE SUM OF ITS PARTS