

Person Specification

Post	Transition and Wellbeing Lead
Department	Learning Support/Pastoral
Responsible to	Head of Learning Support
Hours and working pattern	To be agreed
Working closely with	Head of Learning Support, Vice Principal, Senior Tutors, Learning Support team, Pastoral Team and the Student Services Team

E = Essential

D = Desirable

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the desirable criteria may also be used for shortlisting purposes.

	E	D	Method of Assessment
Qualifications and training			
NVQ Level 4 qualification in management and/or advice and guidance, or substantial equivalent experience	✓		Application form and certificates
5 or more GCSEs (or equivalent) at C or better, or new grade 5 or above) including English and Maths	✓		Application form and certificates
Degree level education and qualifications or equivalent		✓	Application form and certificates
PGCE or other Level 5 Teaching qualification		✓	Application form and certificates
Recent relevant training eg. ASIST – Suicide prevention, Mental health First Aid	✓		Application form and certificates
Up to date training and experience in dealing with Safeguarding issues	✓		Application form and certificates
Experience and knowledge			
Experience of working with and supporting students with a wide range of SEMH issues	✓		Application form, personal statement and interview
Knowledge of a wide range of mental health issues and experience of implementing strategies to address these to allow the student to achieve success	✓		Application form, personal statement and interview
Experience of successfully working with young people (of a relevant age)	✓		Application form, personal statement and interview
Experience of working as a Designated Safeguarding Lead		✓	Application form, personal statement and interview
Experience of working with/signposting to a wide range of external agencies to support the needs of young people	✓		Application form, personal statement and interview
Experience of working in an educational environment	✓		Application form, personal statement and interview
Experience of working in higher education		✓	Application form, personal statement and interview
Having existing links with pastoral teams and well-being leads in feeder mainstream schools		✓	Application form, personal statement and interview
Experience of working with parents and carers to provide wrap around care for young people	✓		Application form, personal statement and interview

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Experience of using a range of IT packages	✓		Application form, personal statement and interview
Experience of working in a busy organisation and dealing with confidential matters	✓		Application form, personal statement and interview
Skills and Abilities			
Excellent verbal and written communication skills	✓		Application form, personal statement and interview
Good technology and skills and the ability to use social media platforms and communication tools		✓	Application form, personal statement and interview
High level planning and organisation skills	✓		Application form, personal statement and interview
High level administration skills	✓		Application form, personal statement and interview
Ability to resolve difficult situations	✓		Application form, personal statement and interview
Demonstrate good judgment	✓		Application form, personal statement and interview
Knowledge of current legislation relating to data protection		✓	Application form, personal statement and interview
Personal Qualities			
An excellent record of attendance and punctuality	✓		Application form, personal statement and interview
Commitment to learning and flexibility	✓		Application form, personal statement and interview
Resilience and perspective	✓		Application form, personal statement and interview
Set high standards and provide a role model for students and staff	✓		Application form, personal statement and interview
Seek advice and support when necessary	✓		Application form, personal statement and interview
An excellent record of attendance and punctuality	✓		Application form, personal statement and interview
Reliability, integrity and stamina		✓	Application form, personal statement and interview