



## ST ANTHONY'S SCHOOL

### TRANSITION MANAGER PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> <li>• Experience of working with children in an educational setting</li> <li>• Good Literacy skills</li> <li>• Experience of working with children with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Formal Professional qualifications to support job role</li> <li>• Experience of supporting pupils in post-16/ work experience/ careers provision</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills.</li> <li>• Able to communicate effectively orally and in writing to a range of audiences.</li> <li>• Able to plan, organise and prioritise.</li> <li>• Able to manage good communications systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in the use of ICT</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• A thorough knowledge and understanding of effective inclusive practices to support pupils with a wide range of needs.</li> <li>• A knowledge of effective safeguarding</li> <li>• Knowledge and understanding of the School Child Protection Policies and Procedures</li> <li>• Knowledge and understanding of a range SEND</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Able to think creatively and imaginatively to anticipate and solve problems and identify opportunities.</li> <li>• Able to develop and maintain good relationships with staff, parents, pupils, governors and the community.</li> <li>• Committed to own development as a professional.</li> <li>• Able to reflect on own practice and identify areas for improvement</li> <li>• Can work effectively as part of a team</li> </ul>	