



RIDGEWOOD  
SCHOOL

**DEPUTY MANAGER BFL  
PERSON SPECIFICATION**

Essential	Desirable	How Identified
<ul style="list-style-type: none"> <li>GCSE passes in Maths and English – Grade C or above (or equivalent).</li> <li>Evidence of continued Professional Development or accredited achievement of specialist skill.</li> <li>Willingness and ability to obtain and/or enhance qualifications and training for development in this post.</li> <li>Undertake the training and embrace the ethos of BfL</li> </ul>		<p>Application Form Certificates Interview</p>
<p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working in a school/college environment.</li> <li>Experience of working with pupils who have emotional and /or behavioural difficulties.</li> </ul>		<p>Application form Interview References</p>
<ul style="list-style-type: none"> <li>Ability to work as part of a team, as well as to work independently.</li> <li>Ability to communicate and relate to staff and external agencies.</li> <li>Ability to plan effective actions for students at risk of underachieving.</li> <li>Ability to develop appropriate systems and resources.</li> <li>Effective use of ICT skills in support of learning and welfare needs.</li> <li>Experience of relevant learning and/or behaviour strategies.</li> <li>Experience of working with additional needs.</li> <li>Knowledge of relevant policies/codes of practice/legislation.</li> <li>Good understanding of child development and learning processes.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of school based computer systems.</li> <li>Understanding of statutory frameworks relating to teaching.</li> </ul>	<p>Application form Interview References</p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>Ability to work under pressure and to meet deadlines.</li> <li>Understands and abides by the need for confidentiality.</li> <li>Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children.</li> <li>A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.</li> <li>An understanding of and commitment to equal opportunities issues both within the</li> </ul>	<ul style="list-style-type: none"> <li>Experience of a leadership/management role.</li> </ul>	<p>Application form Interview References</p>

<p>workplace and the community in general.</p> <ul style="list-style-type: none"> <li>• Conscientious, honest and reliable.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Strong organisational and admin skills.</li> <li>• Strong oral and verbal communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to work independently when required.</li> <li>• Ability to manage a complex and varied range of tasks and responsibilities efficiently and effectively.</li> <li>• Ability to cope with stressful situations.</li> <li>• Willingness to be flexible in undertaking tasks.</li> </ul>		
<p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Good level of attendance and punctuality</li> </ul>		References

**The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service**