

Assistant Team Manager Person Specification**Job Title:** ASSISTANT TEAM MANAGER**Job Vacancy No:****Establishment:**

Essential Criteria [Ranked in priority order in each section (Item 1 being most important). In the event of a tie, scores will be counted from the top, one item at a time, each section in turn (eg 1;S&A1;Q1;E1;K2....) until a higher score appears]

		<u>Preferred method of assessment</u>			
Knowledge		Appln	Refs	Intvw	Link to Job Des
1	Knowledge of learning disabilities and/or special needs including recent developments	✓		✓	13,15,20
2	Knowledge of basic aspects of management practice including principles of effective supervision and appraisal	✓		✓	21-25
3	Knowledge of recognised positive approach to working with challenging behaviours associated with learning difficulties (eg IABA)	✓		✓	17,20
4	Knowledge of key aspects of Health & Safety legislation	✓		✓	8,9,10,32
5	An understanding of actions or situations that might be considered as 'discrimination' and an understanding of how these can be prevented	✓		✓	5
6	Knowledge of child development/education	✓		✓	7,12
Skills and Abilities		Appln	Refs	Intvw	Link to Job Des
1	Ability to attend work punctually and reliably	✓	✓	✓	1
2	Ability to work the hours, including evenings and weekends (and do 'sleep-ins' if required at this establishment) as required to assist with the effective management of the team	✓		✓	All
3	Ability to manage stairs, use appropriate physical interventions and undertake physical exercise with students/residents	✓		✓	15,17
4	Ability to communicate clearly to others	✓		✓	13,14,21 28,30,31
5	Ability to form and promote positive relationships with people with a learning disability	✓	✓	✓	6,8,12,31
6	Ability to relate to other staff in a way that is likely to enable, to motivate and to support them	✓	✓	✓	17,21,24 30



Skills and Abilities (continued)		Appln	Refs	Intvw	Link to Job Des
7	Ability to promote a non-aversive approach to managing challenging behaviours and to challenge bad practice	✓	✓	✓	17,21
8	Ability to reliably complete and organise others to complete routine tasks	✓	✓	✓	3,7-11 18,23
9	Ability to assess the performance of other staff and give constructive feedback	✓		✓	21,30
10	Ability to mentor, coach and contribute to training other staff	✓		✓	17,21
11	Ability and willingness maintain continuous personal development	✓		✓	20
12	Ability and willingness to attend required training	✓	✓	✓	2,20
13	Ability to contribute to assessment of and care planning for students/residents	✓		✓	13,16
14	Ability to produce accurate and legible written material, plans and reports	✓	✓	✓	16,17,23 28
15	Ability to read and understand written material of a professional nature	✓		✓	2,3,10,20
Minimum Qualifications required		Appln	Refs	Intvw	Link to Job Des
1	No criminal record including convictions, cautions, reprimands bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff	✓		✓	All
2	NVQ level 3 in Health and Social Care or equivalent qualification in child care/support	✓		✓	All
3	D32/33/A1 Awards	✓		✓	21
4	Recognised introductory level award in management within a care context	✓		✓	21-25
5	Recognised award at a coaching/monitoring level in dealing with challenging behaviours (eg SCIP-UK Technician)	✓		✓	17,21
6	Clean, current car driving licence (where minibus driving required)	✓		✓	7
Minimum Experience required		Appln	Refs	Intvw	Link to Job Des
1	Experience of contemporary care/learning support work at a standard assessed as 'competent' in all aspects of the job	✓	✓	✓	All
2	Experience of working effectively with people who experience difficulties similar to those experienced by students/residents at this establishment	✓	✓	✓	All



3	Experience of working as part of a team as a member who influences, encourages and supports good practice by others	✓	✓	✓	30
4	Experience of planning and organising activities appropriate to individual' needs and abilities	✓		✓	18
5	Experience of being an effective Key Worker	✓	✓	✓	14,15

NB The following details must be filled in BEFORE selection process starts:

- 1 The minimum shortlist score required is
- 2 If more than applicants pass the minimum shortlist score, only the top scores will be shortlisted.