



Team Manager Person Specification

Job Title: 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>			
		Appln	Refs	Intvw	Link to Job Des
Knowledge					
1	Knowledge of basic aspects of management practice including principles of effective supervision and appraisal	✓	✓	✓	3,21-26
2	Knowledge of learning disabilities and/or special needs including recent developments	✓	✓	✓	13,15,20
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	✓		✓	8,9,10,34
5	Knowledge of good practice and legislation in recruitment and selection of staff	✓		✓	3,26
6	An understanding of actions or situations that might be considered as 'discrimination' and an understanding of how these can be prevented	✓		✓	3,5
7	Knowledge of child development/education	✓		✓	7,12
Skills and Abilities		✓	✓	✓	✓
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 manage the team effectively	✓		✓	All
3	Ability to manage stairs, use appropriate physical interventions and undertake physical exercise with students	✓		✓	15,17
4	Ability to communicate clearly to others	✓		✓	13,14,21 30,33
5	Ability to relate to other staff in a way that is likely to direct, to enable, to motivate and to support them	✓	✓	✓	17,21,24 30



Skills and Abilities (continued)		Appln	Refs	Intvw	Link to Job Des
6	Ability to promote a non-aversive approach to managing challenging behaviours and to challenge bad practice	✓	✓	✓	17,21
7	Ability to assess the performance of other staff and give constructive feedback	✓		✓	22,32
8	Ability to mentor, coach and train other staff	✓		✓	17,21
9	Ability to reliably complete and organise others to complete routine tasks	✓	✓	✓	3,7-11 18,23
10	Ability to produce accurate and legible written material, plans and reports to meet deadlines	✓	✓	✓	16,17,23 30
11	Ability to identify own training needs, to attend required training and maintain continuous personal development	✓	✓	✓	2,20
12	Ability to contribute to assessment of and care planning for students/residents	✓		✓	13,16
13	Ability to form and promote positive relationships with children and young people	✓	✓	✓	6,8,12,33
14	Ability to read and understand written material of a professional nature	✓		✓	2,3,10,20 27
15	Ability to develop a specific area of the service	✓		✓	27
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	Recognised award in management within a care context at level equivalent to NEBSM Certificate	✓		✓	21-25
3	D32/33/A1 Awards	✓		✓	21
4	NVQ level 3 in Caring for children and young people or equivalent qualification in child care/support	✓		✓	All
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 effectively supervising other staff and developing good practice in a care/learning support context, at a standard assessed as 'competent' in all (100%) aspects of the job	✓	✓	✓	21
2 Experience (min 3 yrs) of working effectively with people who experience difficulties similar to those experienced by students at this establishment	✓	✓	✓	All
3 Experience of planning and organising activities appropriate to individuals' needs and abilities	✓		✓	18
4 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.