

**Person Specification:
Behaviour & Progress Officer**

Education, Qualifications & Experience	<ol style="list-style-type: none"> 1. Educated to degree level or equivalent. 2. Has recent, relevant experience in a similar role
Knowledge, Skills & Understanding	<ol style="list-style-type: none"> 1. Ability to communicate effectively, both orally and in writing, with a range of audiences. 2. Proven administrative and organisational skills. 3. Knowledge and understanding of safeguarding and networking with external agencies
Planning, Teaching & Class Management	<ol style="list-style-type: none"> 1. Makes effective use of assessment information on students' attainment. 2. Has high disciplinary standards and can manage difficult behaviour including experience working with SEND
Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> 1. Is able to monitor student performance. 2. Is able to evaluate and review progress and evaluate change.
Other Professional Requirements	<ol style="list-style-type: none"> 1. A commitment to, and understanding of, the wider aspects of student development 2. A willingness to initiate and participate in both cross curricular and extra-curricular activities, as well as demonstrating successful involvement in all aspects of school life. 3. Has the ability to work with parents, external agencies and the wider community. 4. Is determined to promote a culture that celebrates success. 5. Is a strong role model for staff and students including having excellent attendance and punctuality. 6. Is flexible, able to work under pressure and meet deadlines.