

**Person Specification:  
Behaviour & Progress Officer**

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