

**Person Specification
Assistant Quality Manager**

| | Essential | Desirable | Assessment |
|--|--|--------------------|---|
| Education Degree or equivalent qualification in sport/sports-related Recognised teaching qualification (PGCE / QTS or equivalent) Recognised management qualification Recent CPD evidence (within last year) | X X X | X X | Application Application Application |
| Knowledge and Experience of: The football or sport industry Working and/or teaching in FE or WBL Management experience Internal Quality Assurance/Quality Improvement Processes Education Inspection Framework and Ofsted Inspection Provision of CPD SEP Standard | X X X X X | X X | Application + Interview + Existing Knowledge of Applicant |
| Awareness of, and commitment to: ESFA and Government Funding Personal Development Equality, Diversity and Inclusion Safeguarding Health and Safety | X X X X X | | Application + Interview + Existing Knowledge of Applicant |
| Skills Excellent verbal and written communication skills, including report-writing Excellent interpersonal and presentation skills Keen attention to detail Able to work productively with staff at all levels both internally and externally Contribute effectively in meetings Lesson/session observation and feedback skills Ability to manage problems assertively, supportively and with appropriate empathy Effective workload planning and prioritising Completer-finisher skills IT-literate (incl Outlook/Word/Excel/Teams) | X X X X X X X X X X | | Interview plus Existing Knowledge of Applicant |
| Personal aptitudes and requirements Effective team player Able to use initiative Enthusiasm Conscientious Reliability Flexibility Sensitivity/confidentiality Car Driver with current driving licence Ability to work from home | X X X X X X X X X | | Interview plus Existing Knowledge of Applicant |