

## EMPLOYEE SPECIFICATION

<b>SCHOOL:</b>	Wetherby High School
----------------	----------------------

<b>POST TITLE:</b>	EPOSS Cluster Leader
--------------------	----------------------

<b>KNOWLEDGE/SKILLS:</b>	<b>Essential</b>	<b>Desirable</b>
Able to communicate effectively with a wide range of people including children and parents	✓	
Able to organise, prioritise and promote initiatives effectively	✓	
Able to initiate, implement and drive projects through to completion	✓	
Able to produce and present analytical/evaluative reports and data	✓	
Able to contribute to the improvement of services including processes and procedures		✓
Able to prioritise and manage own work without direct supervision	✓	
Able to work to demanding and often conflicting deadlines	✓	
Able to work sensitively with confidential information	✓	
Able to establish links and develop positive relationships with individuals and organisations to deliver services to children, families and the wider community	✓	
Able to work both independently and as part of a team, using own initiative to solve potentially complex problems	✓	
Excellent numeracy and literacy skills	✓	
Empathy with a range of stakeholder interests	✓	
Confident in leading multi-agency meetings for large groups of people	✓	
Able to command the respect of colleagues	✓	
Knowledge of the Children and Young People's Plan and the Extended Services core offer	✓	
Knowledge of local community and local services		✓
Ability to understanding the individual needs of a geographic area, partners, organisations, learners' needs, demographics etc.	✓	
Knowledge and understanding around the problems and factors that cause stress to many of the children and families in the cluster's most vulnerable and targeted areas.	✓	
Knowledge of specialist services available for children and young people	✓	
Educated to degree level or with relevant experience and priority given to individuals with a specific background of Family welfare, Social Care, Education, Youth Work, Business Administration or a similar field.	✓	

Knowledge and experience of managing budgets	✓	
--	---	--

<b>EXPERIENCE:</b>	<b>Essential</b>	<b>Desirable</b>
--------------------	------------------	------------------

Experience of working with children, young people and families.	✓	
Experience of developing and delivering services to children, young people, their families and/or the wider local community	✓	
Experience of dealing with complex queries from a wide range of people	✓	
Experience of organising events for both other professionals and members of the public	✓	
Experience of working within a school and/or community environment	✓	
Experience of working in a multi-agency environment	✓	
Experience of working in partnership with others to deliver work to set deadlines	✓	
Experience of working with staff on all levels, including strategic and operational management	✓	
Experience of participating in teams and working on own initiative	✓	
Experience of Leading Teams to include Performance Management and Appraisals	✓	

<b>OTHER JOB-RELATED CHARACTERISTICS:</b>	<b>Essential</b>	<b>Desirable</b>
---	------------------	------------------

Willing to abide by the Authority's equal opportunities policy	✓	
Highly motivated and able to use own initiative	✓	
Confident but diplomatic	✓	
Willingness to work flexibly in response to changing circumstances	✓	
Commitment to Continuing Professional Development	✓	
Creative and innovative	✓	

<b>Employee Specification prepared by:</b> Lucy Hart Cluster Leader	<b>Employee Specification approved by:</b> Anne Gilpin – EPOSS Cluster Chair Lucie Lakin– Budget Holding School
<b>Date:</b> June 2019	<b>Date:</b> June 2019