

Person Specification: Curriculum Supervisor

1	Aptitudes		Evidence d by
1.1	To be able to communicate effectively with all staff, students and parents	E	A, I
1.2	To have strong organisational and administrative skills	E	A, I, E
1.3	To have the ability to think on your feet and make informed decisions under pressure, work flexibly and proactively	E	A, I, E
1.4	To have the ability to work well within a team	E	A, I
1.5	To demonstrate the ability to relate to young people between the ages of 11 to 18	E	A, I
1.6	To be able to take initiative and work independently, planning and prioritising own workload and managing conflicting demands with minimum supervision	E	A, I, E
1.7	To be enthusiastic, positive and committed to raising achievement	E	I
1.8	To have the ability to promote a positive ethos	E	I
1.9	To have the ability to prepare and prioritise to ensure completion of tasks to meet deadlines	E	A, I, E
1.10	To demonstrate an ability to evaluate and improve own performance and to know when to seek help and support	E	A, I, E
1.11	To have the ability to manage a classroom and apply the school's behaviour policy	E	A, I, E
2	Characteristics		
2.1	The ability to develop and maintain effective working relationships with staff and students at all levels of ability	E	A, I
2.2	Open, honest and approachable	E	A, I
2.3	Willingness to be flexible in order to meet the needs of the school	E	I
2.4	Self-motivated, enthusiastic and hard working	E	A, I
2.5	Professional approach	E	A, I
2.6	High levels of integrity and commitment	E	A, I
2.7	To have high expectations of young people at all levels	E	A, I, E
2.8	To have a commitment to safeguarding and promoting the welfare of children and young people	E	A, I
3	Skills		
3.1	Good ICT skills with the ability to use Word / Excel / Email / Powerpoint	E	A, I, E
3.2	An understanding of the potential for use of ICT for teaching and learning, including IWB and VLE	D	A, I
3.3	Knowledge of the SIMS system	D	A, I, E
3.4	Knowledge and skills in electronic applications relating to display, e.g. Photoshop	D	A, I, E
4	Qualifications and Experience		
4.1	Minimum of 5 GCSE's including Maths and English at Grade C or above	E	A, I
4.2	Degree	D	A
4.3	NVQ Level 3	D	A, I
4.4	Previous experience of working in a school or with young people	D	A, I
4.5	A good attendance and punctuality record	E	A, I

Evidenced by: A = Application Form, I = Interview, E = Exercise



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GRAMMAR SCHOOL