



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

Person Specification – Independent Study Supervisor Year 12 & 13

Please note that all criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples where appropriate, as to how you meet the specified requirements for the job.

Criteria	Essential or Desirable
Qualifications	
GCSE in English & Maths or equivalent.	E
Experience	
Previous school experience working with secondary school age pupils	D
Knowledge and Skills	
Experience of using SIMS	D
Confident user of ICT and software to carry out general administrative tasks.	E
Numerate/literate and well organised.	E
Good planning and organisational skills and a flexible approach to the management of work.	E
Ability to meet deadlines.	E
Ability to maintain accurate records for example concerning student attendance.	E
Understanding of learning and strategies to promote independent study	D
Personal Attributes	
Commitment to and belief in equal opportunities.	E
Evidence of professional integrity	E
Flexible approach to work and routines.	E
Commitment to academic and personal excellence.	E
Using effective verbal, written and interpersonal skills to communicate confidently at all levels, whilst maintaining good working relationships with a diverse range of people.	E
Ability to work collaboratively and on own initiative and with resilience.	E
Ability to prioritise and make decisions efficiently.	E
Ability to develop skills and undertake further professional training.	E