

## Copley Academy - Person Specification

### Title: Learning Supervisor

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
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#### 1. Educational Standard/Qualifications

<ul style="list-style-type: none"> <li>Numeracy / literacy skills to level 2</li> </ul>	Essential	Application form and evidence of qualification
<ul style="list-style-type: none"> <li>Level 3 qualification or above</li> </ul>	Desirable	Application form and evidence of qualification

#### 2. Experience

<ul style="list-style-type: none"> <li>Experience of working with or caring for children of the relevant age</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>Experience of supporting teaching</li> </ul>	Desirable	Application form / interview
<ul style="list-style-type: none"> <li>Experience of assessing pupil development and progression</li> </ul>	Desirable	Application form / Interview
<ul style="list-style-type: none"> <li>Experience of delivering lessons / presentations</li> </ul>	Desirable	Application form / Interview
<ul style="list-style-type: none"> <li>Experience of working in a school</li> </ul>	Desirable	Application form / Interview
<ul style="list-style-type: none"> <li>Experience of administrative systems</li> </ul>	Essential	Application form / interview
<ul style="list-style-type: none"> <li>Experience of using ICT</li> </ul>	Essential	Application form

#### 3. Personal Qualities / Skills

<ul style="list-style-type: none"> <li>Ability to communicate effectively</li> </ul>	Essential	Application form / interview
<ul style="list-style-type: none"> <li>Attention to detail</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>Ability to deliver a lesson with confidence</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>Flexibility, creativity and the ability to think on your feet</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>Effective time management skills</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>Ability to relate well to children</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>	Essential	Application form / interview
<ul style="list-style-type: none"> <li>Ability to maintain accurate records</li> </ul>	Essential	Application form / interview
<ul style="list-style-type: none"> <li>Well organised with the ability to prioritise</li> </ul>	Essential	Application form / interview
<ul style="list-style-type: none"> <li>Able to maintain confidentiality and to deal sensitively and appropriately with issues which may arise</li> </ul>	Essential	Application form / interview
<ul style="list-style-type: none"> <li>Ability to build good relationships with pupils and other staff members</li> </ul>	Essential	Application form / interview
<ul style="list-style-type: none"> <li>Ability to monitor and record student progress</li> </ul>	Essential	Application form / Interview

#### 4. Knowledge

<ul style="list-style-type: none"><li>• Knowledge of current educational issues</li><li>• Knowledge of classroom roles and responsibilities</li></ul>	Desirable Desirable	Application form / Interview Application form / interview
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#### 5. Commitment and Behaviours

<ul style="list-style-type: none"><li>• Commitment to the Academy ethos</li><li>• Commitment to equal opportunities, inclusion and safeguarding</li></ul>	Essential Essential	Interview Interview
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#### For Information:

Essential: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Desirable: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience or knowledge