



**LEARNING MANAGER (COVER SUPERVISOR)  
PERSON SPECIFICATION**

	<b>Essential</b>	<b>How Assessed</b>
Qualifications & Training	<ul style="list-style-type: none"><li>• GCSE Maths (Grade C/4 or above) or equivalent</li><li>• GCSE English (Grade C/4 or above) or equivalent</li><li>• At least one 'A' level or equivalent</li></ul>	Application form & Certificates
You should have <b>experience</b> of....	<ul style="list-style-type: none"><li>• recent management people management</li><li>• presenting information to a variety of audiences</li><li>• working in a team</li><li>• working on your own initiative</li><li>• using Microsoft office applications – word, outlook, power point and internet access</li></ul>	Application Form, Interview & References
You must have the <b>ability</b> to.....	<ul style="list-style-type: none"><li>• build and maintain effective relationships with all students &amp; colleagues</li><li>• work with students at all levels regardless of specific individual need and to identify learning styles as appropriate</li><li>• use and interpret data</li><li>• assist and support colleagues as workload dictates</li><li>• communicate and listen effectively, verbally and in writing</li><li>• be organised under pressure, to complete tasks to deadlines, re-prioritising own work-load if necessary</li><li>• be creative</li><li>• provide small group tuition as part of the school's intervention strategies</li><li>• make use of I.C.T. to support learning</li></ul>	Application Form, Interview & References
The <b>job also requires</b> you to...	<ul style="list-style-type: none"><li>• set high standards for yourself and the school environment</li><li>• relate to and promote the ethos of the school</li><li>• undertake training as required</li><li>• be punctual</li><li>• have excellent attendance</li><li>• work occasionally out of hours work to support school functions</li></ul>	Interview & References