

Person Specification

Learning Supervisor



	Essential	Desirable	Identified
Organisational fit	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> • working towards the Support Staff Standards • working towards the Schools aims and objectives • working towards the Trust aims and objectives 		
Education and Training	<ul style="list-style-type: none"> • GCSE (or equivalent) pass at grade C or above in English/literacy and Math's/numeracy 	<ul style="list-style-type: none"> • Evidence of further qualification e.g. Degree 	Application Form
Experience	<ul style="list-style-type: none"> • Experience of working with people • Experience of undertaking administrative duties 	<ul style="list-style-type: none"> • Experience of working with children in the 11 - 18 age range • Experience of managing behavior of young people 	Application Form/Letter/Interview
Skills	<ul style="list-style-type: none"> • Ability to present information to different audiences • Ability to motivate people (especially 11 - 18 year old pupils) • Ability to relate well to young people and adults • Ability to use ICT effectively to support learning • Ability to work under pressure 		Letter/Interview
Interpersonal Skills	<ul style="list-style-type: none"> • Ability to work with initiative and as part of a team • Ability to be flexible and work with tact, discretion and confidentiality • High level communication skills • Ability to relate to pupils, staff, parents • Sense of humor 		Letter/Interview
Other	<ul style="list-style-type: none"> • Ability to relate to and promote the ethos of the school • Excellent attendance and punctuality • Willingness to undertake training as required 		Interview/References

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