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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**STUDY SUPERVISOR - PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| Education, Training and Qualifications | * 5 x GCSEs with a minimum grade 4 or above in English and Mathematics, or equivalent qualifications or relevant experience.
* Knowledge of Microsoft office.
 | * Evidence of further qualifications and training.
* Proven behaviour/classroom management experience.
* Knowledge of Synergy.
 | Application form and letterInterview |
| Experience and knowledge | * Ability to communicate effectively both orally and in writing.
* Ability to take direction and work as part of a team.
* Ability to work independently.
* Ability to work well under pressure.
 | * Experience of supporting literacy/numeracy skills.
* Working knowledge of National Curriculum and other relevant learning programmes/strategies.
* Experience of working with young people.
* Experience of communicating with young people in a clear, friendly and approachable manner.
 | Application form and letterInterviewReference |
| Skills and Abilities | * Ability to engage with young people in a positive way.
* Excellent organisation and time management skills.
* Good numeracy, literacy and presentation skills.
* Very good ICT skills.
* Confidence to stand in front of a class and deliver work.
* Ability to relate well to both children and adults.
* Ability to manage safely classroom activities, physical learning space and resources, with due regard to the school Health and Safety policy.
* Ability to use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs.
 | * Ability to self-evaluate learning need and actively seek learning opportunities.
* Ability to build appropriate knowledge of subject contexts or key stage in which working.
 | Application form and letterInterviewReference |
| Other Personal Attributes | * Self motivated.
* Excellent interpersonal skills.
* Ability to build positive working relationships with students and colleagues.
* To act professionally at all times and lead by example.
* To have high personal standard of dress and also expect high standards in students.
* To hold a calm, purposeful demeanour with a can do attitude.
* Reliable, punctual and tolerant.
* Commitment to Equal Opportunities.
* Display commitment to the protection and safeguarding of children and young people.
 |  | Application form and letterInterviewReference |