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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 letter  Interview |
| 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 letter  Interview  Reference |
| 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 letter  Interview  Reference |
| 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 letter  Interview  Reference |