

Person Specification Cover Supervisor

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at Grade C or above (or equivalent). Qualified to work in the UK 	
Experience	<ul style="list-style-type: none"> Experience of working with children or young people or working within a school. <ul style="list-style-type: none"> Excellent IT skills and experience of using IT systems 	<ul style="list-style-type: none"> Knowledge of SIMS
Knowledge and Understanding	<ul style="list-style-type: none"> Effective oral/written communication skills (A,C) Strong numeracy (B) 	
Other skills and abilities	<ul style="list-style-type: none"> The ability to communicate fluently , accurate spoken and written English is essential for the post. Excellent listening, communication skills and high levels of emotional intelligence. Strong organisational and time-management skills and ability to work under pressure. Resilience and optimism to lead through day-to-day challenges in a busy school environment. An ability to help implement necessary routines and patterns to establish good behaviour management within a school. Ability to use IT systems including databases and Microsoft Office products. Ability to pay attention to detail when completing administrative tasks. Understanding and knowledge of confidentiality. 	<ul style="list-style-type: none"> Interest in whole college developments and the wider life of the college
Personal qualities	<ul style="list-style-type: none"> Accuracy and attention to detail (C) Flexible approach to work (A, C,D) Ability to relate to academic staff and students (A,C) Ability to work under pressure and to tight deadlines (A) Honesty, integrity, ability to build trust (A,C) Resilience (B, D) Energy, enthusiasm and the ability to keep things in perspective (A, C, D) Commitment to the aims and values of the UTC (A, B, C) Awareness, understanding and commitment to equal opportunities (A) An understanding of the needs of young people (C) Maintains high professional standards at all times (D) 	