

## **Person Specification** **Learning Support Supervisor**

The person specification is an important part of the recruitment process. It should be read carefully. Your letter of application should show how you meet the following criteria:

### **Essential Skills**

- Good literacy and numeracy skills (preferably at least GCSE or equivalent standard)
- The ability to be flexible in your working practice.
- The ability to develop positive working relationships with students and colleagues
- The ability to supervise students
- The ability to explain tasks simply and clearly
- The ability to work as a member of a team.
- A knowledge and understanding of how students learn and the barriers to learning that face students

### **Desirable Skills**

- A higher education qualification e.g. a degree in a subject that you would like to teach or is related to a subject you would like to teach
- Good ICT skills
- A knowledge and understanding of the effects of social, economic and cultural issues that face students
- An aspiration to teach in the future

### **Desirable Experience**

- Experience of working with children/students on a voluntary or paid basis
- Library Management

### **Essential Personal Characteristics**

- Professional approach
- Confident
- Commitment
- Approachable
- Innovative ideas
- Able to use own initiative
- Drive and energy
- Sense of humour
- A willingness to undertake training to meet the demands of the job