



Holyhead School Person Specification

Post: Classroom Supervisor

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none">● GCSE English and Maths at Grade C or above or equivalent e.g. NVQ level 2	<ul style="list-style-type: none">● HLTA or a minimum of NVQ level 3 for Teaching Assistants or equivalent qualification or experience
Experience	<ul style="list-style-type: none">● Efficient administration and good organisation● Experience of working with whole classes and within secondary school● Experience of working with young people within a school classroom setting without supervision	<ul style="list-style-type: none">●
Skills and Knowledge	<ul style="list-style-type: none">● Excellent communication skills with the ability to clarify and explain instructions● Excellent numeracy/literacy skills● Ability to work well within a supportive teamwork structure● Ability to motivate and encourage students and gain their respect● Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure● Have strategies to engage students across the ability range● Build effective relationships with young people, providing support for their learning and setting clear boundaries for them● Build effective relationships with teachers and other school staff● Participate in discussions in an informed and sensitive manner● Use ICT for administration purposes and a willingness to use it with students. Good working knowledge of and skills in Office applications, eg Word, PowerPoint and internet/email● The ways in which this post can support	<ul style="list-style-type: none">● Knowledge of child protection and health and safety procedures● Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.



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	<p>the ethos of the school which is committed to focusing on learning and raising achievement</p> <ul style="list-style-type: none"> ● Strategies to ensure excellent student behaviour 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Confidence to review own performance ● Be able to take direction but be prepared to take initiative when required ● Professionally discreet and able to respect confidentiality on sensitive issues ● High expectations of self, colleagues and students ● Ability to maintain appropriate, productive relationships with students ● Ability to maintain emotional resilience ● An understanding and commitment to equality of opportunity for all ● To be responsible for promoting and safeguarding the welfare of children and young people within the school. ● Patient, optimistic and resilient ● Sense of humour ● Hard working, flexible and reliable ● Excellent attendance and punctuality ● A genuine commitment to and liking for young people, and high expectations for their progress and welfare ● The confidence to manage and supervise effectively whole classes ● A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post ● Ability to deal calmly with different situations as they arise ● Team player ● Ability to meet deadlines ● Ability to work under pressure 	<ul style="list-style-type: none"> ● Understanding of the difficulties young people can experience in school ● Demonstration of an ability to handle conflicting demands effectively ● Ability to identify own training and development needs and participate in on-going training