



Person Specification: Learning Supervisor

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Qualifications	<ul style="list-style-type: none"> GCSE/A Level grades that demonstrate proficiency in English/Maths 	<ul style="list-style-type: none"> Good degree/Level 4 qualification Whilst open to all applicants, this role might suit aspirant teachers, youth workers or associated professionals. 	Application Form Interview
2. Experience	<ul style="list-style-type: none"> Ability to relate well to young people An understanding of the role of professionals working in the school environment Basic understanding of child development and learning Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work Evidence of good organisational skills Good interpersonal skills Good communication skills Ability to write clear concise reports Good IT and keyboard skills Ability to work as part of a team Ability to work with minimum supervision Confident in speaking to an audience 	<ul style="list-style-type: none"> Experience of working with students in a classroom environment Experience of working with students for whom English is a second language An understanding of the national curriculum Ability to communicate effectively with parents and outside bodies 	Application Form Interview References

	<ul style="list-style-type: none"> • Ability to maintain confidentiality 		
3. Job Related Knowledge and Skills	<ul style="list-style-type: none"> • Basic ICT skills including Microsoft Windows XP or newer, Microsoft Office 2010 and the internet, google suite 	<ul style="list-style-type: none"> • Knowledge of Arbor in particular of the Reporting, Assessment and Attendance modules would be an advantage • Experience of progress tracking systems 	Application Form Interview
4. Personal Attributes	<ul style="list-style-type: none"> • A commitment to helping students with special educational needs thrive in a mainstream school environment • A willingness to 'go the extra mile' for students • An openness to learning new skills and a willingness to undertake appropriate training • Flexible attitude in carrying out different types of work • Accuracy and attention to detail including quality and consistency • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues • Commitment to safeguard & promote the welfare of children • Good timekeeping and organisational skills • Reliable and punctual • To have self-motivation and personal drive to complete tasks to the required timescales and quality standards • Be flexible to adapt to changing workload demands and new school challenges • To be interested in students as individuals, how they learn and be committed to the comprehensive ideal 		Application Form Interview References
5. Other Attributes	<ul style="list-style-type: none"> • Professional persona 		Application Form Interview References