

PERSON SPECIFICATION: Sixth Form Study Supervisor

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Experience & Knowledge	Essential	Desirable
A relevant professional qualification and experience in the field of education, social services, youth work or relevant voluntary sector		X
Qualified in English/literacy and mathematics/numeracy to at least Level 2 of National Qualification framework (minimum grade C or 4)	X	
Educated to NVQ Level 3 (or above) or equivalent qualification.		X
Knowledge of the social and emotional factors which affect Key Stage 5 students' capacity to achieve and learn including behaviours for learning	X	
Experience and an understanding of advising post-16 students on university and apprenticeship applications or other relevant future pathways		X
An understanding of strategies and external agencies which can be used to support students		X
Experience of working in a complex organisation		X
Skills	Essential	Desirable
Knowledge and experience of IT systems, including SIMs, Word, Excel, internet and e-mail	X	
Ability to liaise with teaching/pastoral staff/members of student families to ensure that 16-19 student learning needs are understood and responded to		X
Ability to motivate and support learning by providing advice and constructive feedback/coaching	X	
Ability to communicate effectively; face to face, by phone or other technologies to all stakeholders	X	
Ability to prioritise work and meet deadlines	X	
Ability to deal with difficult situations and/or individuals in a calm, fair and effective manner	X	
Ability to write reports and maintain effective systems of record keeping	X	
Ability to provide effective individual and group-based support	X	
First Aid qualifications or willingness to undertake First Aid training on appointment.	X	
Ability to work effectively in a team and to use own initiative when required	X	
Personal Attributes	Essential	Desirable
Ability to deal with sensitive issues in a confidential manner	X	
Empathy, flexibility, resilience and creativity, with a well-developed sense of proportion and humour	X	
Enthusiasm, commitment, hardworking and a desire to make a difference	X	
Belief in the responsibility of a school to include pupils with a diverse range of educational needs and to show commitment to Equal Opportunities	X	
Ability to establish positive relationships and good rapport with adults and Sixth Form students	X	
A willingness and desire to undertake relevant training	X	
ADDITIONAL FACTORS	ESSENTIAL	DESIRABLE
Display a knowledge of relevant legislation and guidance in relation to working with children and commitment to the protection and safeguarding of children and young people	X	
Has an understanding of Health and Safety particularly in relation to the welfare of young people	X	