****

**Learning Supervisor**

|  |
| --- |
| **Person Specification** |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous
* Well organised
* Patient and good humoured
* Effective presence with students
* Cope with a demanding workload
* Enthusiastic
* Respond calmly and resolve challenges
* Emotionally intelligent
* Team player
* Role model
* Professional demeanour and attire
 |
| **Desirable** |
| * Committed to own professional development
* Self-reflective
 |
| **Knowledge & Skills** | **Essential** |
| * Good standard of general education
* Self management skills
* Creative approach to problem solving
* Experience of working with young people
* Time management skills
* Effective communication skills
* Understand and comply with all school policies and procedures
* Basic ICT skills to include Microsoft Office and Web browsing
 |
| **Desirable** |
| * Knowledge and application of behaviour management strategies
* First Aid Trained
* Ability & willingness to drive the Mini Bus
 |
| **Specific Role Requirements** | **Essential** |
| * Ability to interpret cover work and express to students in a meaningful manner
* Ability to maintain effective discipline and order in a classroom/open plan environment
* Ability to create meaningful cover work where appropriate
* Ability to work with other teachers and support staff in a team teach setting
 |
| **Desirable** |
| * Level 3 TA qualification
* Understanding of national curriculum and KS4 subject content
* Ability to assess work against a given specification
 |
| **Experience** | **Essential** |
| * Working in a school learning environment (classroom or open plan)
* Working with school curricula at key stage 3,4 or 5
* Working with children
* Working with adults as part of a close team
* Working in an environment where effective praise and discipline techniques are used.
 |
| **Desirable** |
| * Producing work for a school environment
 |
| **Other**  | **Essential** |
|  |
| **Desirable** |
|  |
| It is an essential criterion for all staff to understand their safeguarding responsibilities:* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 |

**Date: .........................................................**

**Signed: .........................................................**