

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

- Good ICT skills
- A knowledge and understanding of the effects of social, economic and cultural issues that face students

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