

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Learning Supervisor

Grade 4 (SCP) 18-21

**Note to Applicants**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To possess or be working towards a Level 3 qualification in a relevant discipline i.e. Teaching Assistance/Supporting Teaching and Learning or Cover Supervision</li> <li>• To possess a Level 2 qualification in Literacy and Numeracy.</li> <li>• Experience of supervising staff or young people.</li> </ul>	Application Form/ Checking of Certificates	<ul style="list-style-type: none"> <li>• Experience of working in a school or with young people.</li> </ul>	Application Form
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent classroom and behaviour management.</li> <li>• Ability to relate to children and adults.</li> <li>• Excellent time management.</li> <li>• Excellent communication skills both oral and written.</li> <li>• Ability to offer a firm but friendly approach and be self-confident in dealing with young people.</li> </ul>	Application Form/Interview		

	<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these.</li> <li>• Willingness to participate in development and training opportunities.</li> </ul>			
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Ability to attend occasional evening meetings.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>			