



THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

The Coopers' Company & Coborn School Person Specification – Sixth Form Independent Study Supervisor

		How Identified*
Experience	<ul style="list-style-type: none"> ➤ Previous experience of working within a school or professional environment ➤ Experience of working with young people ➤ Previous experience of working with students at post-16 level would be an advantage 	A/I A/I A/I
Skills & Abilities	<ul style="list-style-type: none"> ➤ Evidence of good secretarial/administrative skills ➤ Ability to motivate students. ➤ Ability to work effectively with key stake-holders. ➤ Ability to prioritise key tasks and manage time effectively. ➤ Ability to analyse information and identify key areas for action ➤ Accuracy and attention to detail in collecting information and producing reports. ➤ Knowledge of Microsoft Word, Excel and PowerPoint. ➤ Knowledge of virtual learning environments would be desirable 	A/I A/I A/I A/I A/I A/I A/I
Qualifications	<ul style="list-style-type: none"> ➤ GCSE qualifications (or equivalent) ➤ A Level or degree qualifications (not required, but desirable) ➤ Any relevant teaching qualifications would be advantageous 	A A A
Personal Qualities	<ul style="list-style-type: none"> ➤ High levels of behavioural expectations ➤ The ability to challenge students on their behaviour in a non-confrontational and supportive way ➤ Excellent verbal and written communication skills ➤ Ability to enthuse others ➤ Empathy with learners and teaching staff ➤ Ability to work on own initiative ➤ Planning, organisation and time management skills ➤ Ability to work flexibly as part of a team ➤ Commitment to continuous professional development ➤ Willingness to contribute to the extra-curricular provision within the Sixth Form and wider school community. ➤ The ability to be flexible in terms of the role performed 	A/I A/I A/I I I I A/I I I I
Mandatory requirements	<ul style="list-style-type: none"> ➤ Commitment to safeguarding and promoting the welfare of children and vulnerable adults in School ➤ Commitment to equal opportunities 	I I

* Key: **A = Application Form** **I = Interview**