

**Education South West: Teign School**  
**Person Specification**  
Curriculum Support Supervisor

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	<p>Appropriate experience of working in a school / college environment</p> <p>Evidence of addressing large groups of students/giving presentations</p> <p>Excellent ICT skill including practical experience of word processing, e-mail &amp; other office electronic applications</p>	<p>Experience of school Data Management systems ie Bromcom</p> <p>Understanding of basic First Aid procedures</p>	<p>Application form/ Interview/ References</p>
<b>Education &amp; Training</b>	<p>Attainment of 4 GCSEs, A- C (or equivalent) including English Language or Maths</p>	<p>Relevant professional and/or management qualification</p> <p>Teaching Assistant or HLTA qualification or working towards</p> <p>Level 3 qualifications or higher</p>	<p>Application form/ Education Certificates</p>
<b>Special Knowledge &amp; Skills</b>	<p>Excellent oral, communication &amp; written skills</p> <p>Excellent organisational skills</p> <p>Ability to respond positively and flexibly at all times</p> <p>Ability to set priorities to enable work to be done efficiently under pressure and to meet deadlines</p> <p>Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students</p> <p>Ability to motivate students</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies</p> <p>Ability to demonstrate active listening skills</p> <p>Knowledge and understanding of the different class room roles and responsibilities in relation to this post</p>	<p>Knowledge of the national curriculum and other relevant learning strategies /programmes of study</p> <p>Understanding of principles of child development and learning processes</p> <p>Evidence of mentoring skills</p>	<p>Application form/ References/ Interview</p>

<p style="text-align: center;"><b>Any Additional Factors</b></p>	<p>Professional, tactful &amp; sensitive</p> <p>Discreet &amp; confidential</p> <p>Ability to work on own initiative and within a team</p> <p>Willing to learn and take on new ideas and developments</p> <p>Enjoys working with and fosters good relationships with young people</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Committed to continuous learning and development</p>		<p>Interview / References</p>
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