



## **PERSON SPECIFICATION**

### **LEADER OF INDEPENDENT STUDY**

#### **The postholder will:**

- Have a high standard of written and spoken English
- Have a positive attitude and good sense of humour
- Have a good attendance and punctuality record
- Have honesty, integrity and reliability
- Have excellent communication skills
- Have the awareness of the need for confidentiality at all times
- Be able to prioritise their workload
- Be willing to learn and be flexible
- Have the ability to empathise and communicate with a diverse range of individuals.
- Be well organised, adaptable and methodical, with the ability to meet deadlines and competing demands for work.
- Have the ability to work effectively as a member of a team
- Be highly motivated
- Act as an adult role model for students
- Have the ability and resilience to adapt to sudden and unexpected pressures
- Have the capability of relating well to Sixth Form students and staff

#### **General Information:**

Mayfield Sixth Form offers a wide range of courses for students including A' levels and BTEC's. The study room is currently located in the Sixth Form block, adjacent to the Sixth Form Common Room.

The Sixth Leader of Independent Study will work under the supervision of the Assistant Headteacher on a day to day basis.

#### **The purposes of the Study Room are:**

- Provide a quiet, supervised study area for Sixth Form Students
- Provide access to computer facilities for Sixth Form Students
- To empower students to facilitate independent study habits

## **PERFORMANCE MANAGEMENT**

- Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

#### **EQUALITY OPPORTUNITY**

- The post holder will be expected to undertake all duties in the context of and in compliance with the school's equal opportunities policies.

#### **SAFEGUARDING CHILDREN**

- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance