



<b>NATIONAL HORSERACING COLLEGE</b> <b>PERSON SPECIFICATION</b>	<b>Ref:</b> HR1-36a <b>Revision Date:</b> <b>Revision:</b>
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<b>POST TITLE: RESIDENTIAL SUPERVISOR</b>	<b>DEPARTMENT: RESIDENTIAL</b>
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Specification	Essential	Desirable	Identified by
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>GCSE's or equivalent, including mathematics and English.</li> <li>Certificate in Counselling or equivalent.</li> <li>First Aid at Work certificate or be prepared to work towards and achieve it.</li> <li>Level 2 Safe Handling of Medication qualification or be prepared to work towards and achieve it.</li> </ul>	x  x  x	 x	AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I
<b>Work Experience</b> <ul style="list-style-type: none"> <li>Previous residential experience</li> <li>Experience of working with young people, in particular-16–19-year-olds.</li> </ul>	x x		AF/I/R AF/I/R
<b>Skills, Knowledge &amp; Abilities</b> <ul style="list-style-type: none"> <li>An awareness of safeguarding and equality and diversity issues in a training/educational environment.</li> <li>Proactive and enthusiastic with a positive flexible approach to problem solving.</li> <li>Ability to create a positive working environment to motivate and enthuse learners.</li> <li>Ability to work as a member of a team and under own initiative.</li> <li>Use initiative to offer advice and support to learners.</li> <li>Ability to work in a variety of settings and with a range of ages and ability level.</li> <li>Excellent awareness and practise of confidentiality.</li> <li>Good knowledge, understanding of and adherence to a professional code of conduct, within an education setting.</li> <li>Good ICT skills.</li> </ul>	x  x  x x x x x x x		AF/I/R AF/I/CQ AF/I/R I/R I/R I/R I/R AF/I AF/I/CQ
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Adaptable / flexible</li> <li>Demonstrate initiative</li> <li>Assertive although calm under pressure</li> <li>Positive Attitude (constructive, optimistic, willing individual)</li> <li>Accountable (being responsible for your actions)</li> <li>Personal Integrity (acting ethically, communicating openly and honestly)</li> <li>An awareness of how to maintain professional boundaries</li> <li>Willingness to undertake further training and learn new skills</li> <li>A willingness to undertake additional tasks and responsibilities as may be directed by the College Counsellor</li> </ul>	x x x x x x x x x x		AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I

Completed by: Michelle Bardsley (Lead HR & Admin)	Date: May 2024
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Key AF = Application Form CQ = Certificate of Qualification R = References  
 OT = Occupational Testing CRB = Criminal Records Bureau I = Interview

*This specification has been prepared in line with the requirements of the college's Equality & Diversity Policy.*