

## Cover Supervisor: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>• Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and Mathematics.</li> <li>• Experience of supporting individual/groups of children.</li> <li>• Experience of working in a school or similar establishment.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Further Education such as A Levels</li> <li>• Previous experience in a cover supervisory role</li> <li>• First Aid qualification or willingness to gain one</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interview</p> <p>Certificate/s (at interview)</p>
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>• Knowledge and ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to build and form good relationships with colleagues and students.</li> <li>• Ability to supervise students and establish a constructive, safe and ordered atmosphere in the classroom.</li> <li>• Ability to provide levels of individuals attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging pupils to stay on task</li> <li>• Excellent interpersonal communication skills and the ability to influence, engage and motivate young people.</li> <li>• Accurate and fluent written skills</li> <li>• Ability to work constructively as</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of SIMS package.</li> <li>• Working knowledge of relevant child protection codes of practice, and awareness of relevant legislation.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Task</p>

Essential	Desirable	Evidence
<p>part of a team, understanding school roles and responsibilities including own.</p> <ul style="list-style-type: none"> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>• Ability to deal with confidential data/ issues appropriately, complying with the College/Trust Data Protection Policy.</li> </ul>		
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Ability to empathise and be positive with children and young people</li> <li>• Ability to use own initiative to work flexibly and respond positively to a range of situations</li> <li>• Ability to work effectively as part of a team and to form positive professional relationships with colleagues.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to resolve conflict</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>