



## Person Specification – Cover Supervisor

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Qualified to Level 3 (A level or equivalent)</li> <li>• 5 A*-C grades at GCSE including at least C grade in English and Mathematics;</li> <li>• Experience of being a successful team member in more than one institution.</li> <li>• Experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a management information system, if not SIMS</li> <li>• Experience of covering lessons in the absence of teaching staff</li> <li>• Experience of working with secondary-aged students</li> </ul>	Application form
Knowledge and skills	<ul style="list-style-type: none"> <li>• High expectations which motivate and challenge students</li> <li>• Adaptable to working across a range of subject areas with no regular timetable</li> <li>• Behaviour management skills to support a disciplined learning environment</li> <li>• Commitment to safeguarding</li> <li>• IT skills in particular use of Word, Excel and Google</li> <li>• Awareness of Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>	Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> <li>• Helpful, positive and calm nature</li> <li>• Able to communicate and relate well with children, parents and members of the community</li> <li>• Keen to learn and develop own skills</li> <li>• Flexible attitude with the ability to adapt quickly to new demands</li> <li>• Strong inter-personal skills</li> <li>• Team player</li> <li>• Motivated to work with children and young and help them succeed</li> <li>• Genuine belief in the potential of every pupil</li> <li>• Ability to use and integrate ICT as part of the learning process</li> <li>• Committed to the values and ethos of the School</li> <li>• Maintain an excellent record of attendance, of punctuality and personal time management</li> <li>• Maintains a professional standard of dress</li> <li>• DBS enhanced clearance required</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to ask for help if required</li> <li>• Concern for the welfare of the school community</li> </ul>	Letter, references & selection process