



Person Specification – Cover Supervisor

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> • Qualified to Level 3 (A level or equivalent) • 5 A*-C grades at GCSE including at least C grade in English and Mathematics; • Experience of being a successful team member in more than one institution. • Experience of working with children 	<ul style="list-style-type: none"> • Experience of using a management information system, if not SIMS • Experience of covering lessons in the absence of teaching staff • Experience of working with secondary-aged students 	Application form
Knowledge and skills	<ul style="list-style-type: none"> • High expectations which motivate and challenge students • Adaptable to working across a range of subject areas with no regular timetable • Behaviour management skills to support a disciplined learning environment • Commitment to safeguarding • IT skills in particular use of Word, Excel and Google • Awareness of Child Protection 	<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice and awareness of relevant legislation 	Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> • Helpful, positive and calm nature • Able to communicate and exchange information verbally and in writing, with a range of audiences • Keen to learn and develop own skills • Flexible attitude with the ability to adapt quickly to new demands • Strong interpersonal and organisational skills • Team player • Motivated to work with children and young and help them succeed • Genuine belief in the potential of every student • Able to use ICT to support students' learning and maintain records • An excellent record of attendance, punctuality and personal time management • Able to undertake routine work or work within established procedures but without close supervision • Can maintain confidentiality at all times 	<ul style="list-style-type: none"> • Ability to ask for help if required • Concern for the welfare of the school community 	Letter, references & selection process