

Rhyddings Person Specification – Cover Supervisor (March 2025)

<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	
<ul style="list-style-type: none"> • A levels or Level 3 equivalent • Qualifications in English and Mathematics to at least GCSE 4-9/A*-C or equivalent (level 2) • Recent & relevant participation in professional development. 	<ul style="list-style-type: none"> • Degree or equivalent • Other relevant qualifications specific to this post. • Trauma Informed Practice • Safeguarding
<u>Experience and Professional Knowledge</u>	
<ul style="list-style-type: none"> • Experience of working with young people. • Experience of working as part of a team. 	<ul style="list-style-type: none"> • Experience of working within a school. • Experience of using an Information Management System. • Experience of using Microsoft 365
<u>Knowledge, Skills and Abilities</u>	
<ul style="list-style-type: none"> • Relate well to young people and their families / carers from different ethnic and social backgrounds and ability to build positive relationships. • Demonstrate effective communication skills and have a sense of humour. • Time management skills • Organisational skills • Knowledge of classroom roles and responsibilities. • Knowledge of the concept of confidentiality. • Ability to supervise and assist pupils. • Ability to work successfully as a team member establishing effective relationships and flexible working practices. • Ability to work under pressure in a constantly changing and demanding environment. 	<ul style="list-style-type: none"> • Knowledge of arranging cover daily on a day-to-day basis. • Ability to organise cover work and liaise with teaching staff.
<u>Professional Characteristics</u>	
<ul style="list-style-type: none"> • Highly organised and dedicated • High level of professional standards and expectations of self and others • High level of personal motivation and the ability to inspire, lead and motivate others • Strong communication, interpersonal and independent initiative • Ability to both follow direction and work under own initiative • Be willing to learn and update skills, knowledge and training 	
<u>Other</u>	
<ul style="list-style-type: none"> • Commitment to continued professional development / attending training and courses relevant to the post • Highly motivated • Respond well to a challenge • Maintain high professional standards • Excellent communication skills • Commitment to ensure that all children in your care are safe from harm / knowledge of safeguarding issues • Commitment to health and safety • Commitment to regular attendance at work • Commitment to equality, diversity and inclusion • Commitment to the school's values 	<ul style="list-style-type: none"> • Willingness to become a first aider