

Cover Supervisor Person Specification

	Essential	Desirable
Qualifications:		
Educated to GCSE level with Maths and English at Grades A*-C or equivalent	✓	
Experience:		
Experience of coordinating and organising groups of people	✓	
Previous experience of working in a school or an educational setting		✓
Previous experience in a classroom support role		✓
Personal and Professional Skills and Attributes:		
An understanding of the educational system and National Curriculum	✓	
A commitment to high standards of student behaviour and an ability to maintain discipline in a classroom situation	✓	
High professional standards	✓	
Empathy with children and young people	✓	
Excellent communication and interpersonal skills	✓	
Highly motivated and enthusiastic	✓	
Knowledge of positive and assertive behaviour management strategies		✓
Ability to work effectively as a member of a team	✓	
High quality organisational skills	✓	
Good standard of ICT skills	✓	
Ability to cope with, and to prioritise, conflicting demands, deadlines and interruptions		✓
Ability to work with minimal supervision and to act on own initiative within set boundaries	✓	
Motivation:		
Willingness to work flexibly and to adapt to the schools changing needs.	✓	
Willingness to undertake further training as appropriate	✓	
Other:		
To be willing to train as a first aider		✓
To maintain confidentiality at all times	✓	
To be aware of the Prevent Strategy and be able to protect students who are vulnerable or at risk of being radicalised	✓	
To be aware of the Safeguarding Policy at Mark Rutherford School and be responsible for applying that policy correctly and in a timely manner to safeguard the students in the school	✓	

All elements of this person specification will be assessed via your application form,
at interview and from your references.