



# Cover Supervisor Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Cover Supervisor** post to the high standard required. When you complete the application form please illustrate that you have the capacity to undertake the roles described in the job description by giving examples of your achievements to date and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Experience and Knowledge	<ul style="list-style-type: none"> <li>■ Experience of interaction with young people aged 11 to 17</li> </ul>	<ul style="list-style-type: none"> <li>■ Good general knowledge of subjects taught to this age range</li> </ul>
Skills	<ul style="list-style-type: none"> <li>■ The ability to support teaching and learning up to GCSE standard and help develop effective study habits in those studying AS Levels</li> <li>■ Recognised competence in literacy and numeracy</li> <li>■ Effective communication skills</li> <li>■ Proven ability to work well as part of a team and be supportive of colleagues</li> <li>■ Proven ability to be proactive, show initiative and work independently</li> <li>■ Proven ability to form and maintain positive working relationships</li> <li>■ Computer literacy</li> </ul>	
Personal characteristics	<ul style="list-style-type: none"> <li>■ Motivation to achieve continuous professional development through collaborative working</li> <li>■ Pleasant manner, yet firm</li> <li>■ The confidence to work with challenging 11-17 year olds</li> <li>■ Be trustworthy and of good character</li> <li>■ Be a good role model to students</li> <li>■ Be resilient</li> <li>■ Sensitive to a child's needs</li> <li>■ Self-motivated and enthusiastic</li> <li>■ Tactful and diplomatic</li> <li>■ Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>■ Evidence of recent self development</li> </ul>

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