

**JOB TITLE:** Cover Supervisor

**DEPARTMENT:** Support Staff

**SECTION:** Secondary School

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### **ESSENTIAL CRITERIA**

#### **Qualifications & Experience:**

- GCSE or equivalent in Mathematics and English language, or the ability to demonstrate a similar level of numerical ability and literacy
- Good knowledge of IT applications, including Word processing packages, Excel spreadsheet layouts and similar systems
- Experience of working with children
- We particularly welcome applications from candidates who are able to run clubs outside of main school hours and have a link with the PE department

#### **Skills/Abilities:**

- Very good organisational and time management skills
- Ability to safely manage classroom activities in a variety of subjects, the physical learning space and resources for which they are responsible
- Ability to relate to children and adults
- Demonstrates a firm but friendly approach – able to command the classroom
- Demonstrates positive, confident and sensitive management of students (including those who display challenging behaviour and those who have specific learning needs)
- Excellent written and oral communication skills
- Good observational skills with the ability to feedback information clearly and concisely
- Good numeracy / literacy skills
- Can use ICT effectively to support learning
- Patience and resilience
- Demonstrates optimism and positivity in all work in the school and supports the school values in all aspects of this role

#### **Personal Qualities:**

- An excellent team player, genuinely committed to working in partnership with others
- An excellent communicator to a variety of audiences with good interpersonal skills

#### **Equalities:**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

*Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.*