



Person Specification

Post Title: Cover Supervisor

Salary: Scale 3

Line Manager: Cover Manager

Essential and Desirable Qualities		Evidence Source					Essential (All criteria must be met for shortlisting)	Desirable (The shortlisted candidate with the greatest number of these attributes will be offered the position)
		Application Form	Letter of Application	References	Interview	Lesson Observation		
Experience	Able to establish productive working relationships with students, acting as a role model and setting high expectations.	✓						✓
	Support students consistently whilst recognising and responding to their individual needs.					✓	✓	
	Encourage students to interact and work co-operatively with others and engage all students in activities					✓	✓	
	Experience of working with young adults	✓					✓	
Qualifications	GCSE Grade A*-C in both English and Maths (or equivalent)	✓					✓	
Skills	Excellent classroom and behaviour management.					✓	✓	
	Excellent communication skills both oral and written.	✓	✓			✓	✓	

	Ability to offer a firm but friendly approach and be self-confident in dealing with young people.	✓				✓	✓	
	Excellent working knowledge of equipment and ICT packages relevant to specialist area.	✓						✓
	Demonstrate creativity and an ability to resolve problems independently				✓			✓
Personal Qualities	Excellent time management.			✓	✓		✓	
	Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these.				✓		✓	
	Enthusiasm, self-motivation and initiative				✓		✓	
	Has not engaged in any criminal activity that may bring into question their ability to safeguard children or young people	✓		✓			✓	
	Displays a model of politeness and courteousness for students to emulate			✓	✓	✓	✓	
Knowledge and Understanding	Shows a clear knowledge and understanding of a range of factors that influence the behaviour of young people and of appropriate measures to support students and manage their behaviour					✓	✓	