

## Budmouth Academy Weymouth Support Staff Person Specification

<b>Job title:</b>	Cover Supervisor		
<b>Reports to:</b>	COVER MANAGER/SLT	<b>Scale F:</b>	Points 12-17

CRITERIA	EVIDENCE
<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS</b>	<b>(See Key)</b>
<b>Essential</b>	
1. GCSE English and Maths (A*-C) or equivalent	1, 2 & 3
<b>Desirable</b>	
2. Additional professional qualifications/training/experience related to this role	1, 3 & 4
<b>KNOWLEDGE</b>	
<b>Essential</b>	
3. Proficient user of Microsoft Office	1
4. Level 1 ASC Knowledge	1, 3 & 4
5. Current understanding of Data Protection/GDPR	1, 3 & 4
<b>Desirable</b>	
6. Knowledge of exams systems	1 & 3
7. Level 2 ASC knowledge	1, 3 & 4
8. Understanding of challenging behaviours including barriers relating to complex communication needs and attachment issues	1, 3 & 4
<b>EXPERIENCE</b>	
<b>Essential</b>	
9. Significant experience of working in a school supporting students	1, 3 & 4
10. Experience of prioritising workloads, time management and dealing with conflicting priorities.	1, 3 & 4
<b>Desirable</b>	
11. Experience of working within the secondary phase	1, 3 & 4
12. Experience of supporting children with an ASC (any context)	1, 3 & 4
<b>Essential</b>	
13. Sound interpersonal, management and supervisory skills	1, 3 & 4
14. Broad knowledge of legislation and regulations applicable to the teaching and learning of students and to the support of employees.	1, 3
15. Ability to work independently but know when to seek help	1 & 3
16. Self-starter, with an ability to work independently and use own initiative to overcome obstacles whilst being able to provide positive outcomes	1, 3 & 4
<b>OTHER FACTORS</b>	
<b>Essential</b>	
17. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4
18. Personal and professional resilience to a challenging role	1 & 3
19. Flexibility in working hours according to the needs of the role	1 & 3
20. Able to deal with highly confidential information	1, 3 & 4
21. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
22. Ability to work with a wide variety of people internal and external school	1 & 3

<b>Person Specification prepared by:</b>	HR/SLT		
<b>Designation:</b>	Budmouth Academy Weymouth	<b>Date:</b>	June 2022

### Evidence method for criteria

1. Application Form   2. Sight of Certificates   3. Interview   4. References