

PERSON SPECIFICATION: Cover Supervisor

	JOB REQUIREMENTS	Essential	Desirable	Assessment
Knowledge, Experience and Skills	A* to C in GCSE English and Mathematics or equivalent		✓	A
	Educated to degree level or equivalent		✓	A
	ICT skills including Microsoft packages to be able to complete routine administrative tasks	✓		A
	Previous experience of working with young people in a school environment	✓		A and I
	Supervising group work	✓		A and I
	Supporting students with special educational needs	✓		A and I
	JOB COMPETENCIES			
Personal and interpersonal	Working with People Demonstrates an interest in and understanding of others; Listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight	✓		A and I
	Relating and Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; uses humour appropriately to enhance relationships with others	✓		A and I
	Planning and Organising Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitored performance against deadlines and milestones	✓		A and I
	Learning and Researching Rapidly learns new tasks and quickly commits information to memory; gathers comprehensive information to support decision making; demonstrates a rapid understanding of newly presented information; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and pupil feedback); manages knowledge (collects, catalogues and disseminates knowledge of use to the organisation)	✓		A and I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = by application, I = assessed by Interview, T = Task