

Person Specification – Cover Supervisor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> · A levels or Level 3 equivalent · Qualifications in English and Mathematics to at least GCSE 5-9/A*-C or equivalent (level 2) · Recent & relevant participation in professional development 	<ul style="list-style-type: none"> · Degree or equivalent · Other relevant qualifications specific to this post · Trauma Informed Practice · First Aid · Safeguarding
Experience and Professional	<ul style="list-style-type: none"> · Experience of working with young people · Experience of working as part of a team · Experience of using IT Office 365/email 	<ul style="list-style-type: none"> · Experience of working within a school · Experience of using Information Management Systems (SIMs) and computerised systems in a workshop/ administrative environment
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> · Relate well to young people and their families / carers from different ethnic and social backgrounds and ability to build positive relationships · Demonstrate effective communication skills and have a sense of humour · Time management skills · Organisational skills · Knowledge of classroom roles and responsibilities · Knowledge of the concept of confidentiality · Ability to supervise and assist pupils · Ability to work successfully as a team member establishing effective relationships and flexible working practices · Ability to work under pressure in a constantly changing and demanding environment 	<ul style="list-style-type: none"> · Knowledge of arranging cover daily on a day to day basis · Ability to organise cover work and liaise with teaching staff
Professional Characteristics	<ul style="list-style-type: none"> · Highly organised and dedicated · High level of professional standards and expectations of self and others · High level of personal motivation and the ability to inspire, lead and motivate others · Strong communication, interpersonal and independent initiative · Ability to both follow direction and work under own initiative · Be willing to learn and update skills, knowledge and training 	
Other	<ul style="list-style-type: none"> · Commitment to Continued Professional Development / attending training and courses relevant to the post · Highly motivated · Respond well to a challenge · Maintain high professional standards · Excellent communication skills · Commitment to ensure that all children in your care are safe from harm / knowledge of safeguarding issues · Commitment to health and safety · Commitment to regular attendance at work · Commitment to equality, diversity and inclusion · Commitment to the school's values 	<ul style="list-style-type: none"> · Willingness to become a first aider