

## PERSON SPECIFICATION COVER SUPERVISOR

### ESSENTIAL

#### Qualifications

- 5 GCSEs A\* - C or equivalent including Maths and English
- First Aid qualification or willingness to undertake training

#### Experience

- Experience of working with young people
- ICT literate
- Ability to apply behaviour management policies and strategies
- Evidence of an understanding of classroom roles and responsibilities
- Ability to resolve conflict and deal sensitively with difficult situations
- Ability to make decisions

#### Personal Qualities

- Ability to liaise effectively at all levels on a wide range of matters
- Ability to prioritise, to be flexible and to work on own initiative and under pressure
- A commitment to personal development and training
- Ability to work in a team and alone
- Clear understanding of and respect for confidentiality
- Smart appearance
- Capacity for hard work
- Friendly manner and good sense of humour
- Loyalty
- Enthusiasm and a positive attitude

#### Skills

- Excellent communication skills and telephone manner
- Good interpersonal skills

### DESIRABLE

- Post 16 education and qualifications
- Current driving licence

- Experience of working in a school environment
- Potential for further promotion
- Potential to develop skills further
- Willingness to contribute to the development of the role

- Awareness of and interest in educational issues
- Forward thinking, creative and innovative