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| **POST TITLE: COVER SUPERVISOR** | **Essential** | **Desirable** |
| **General Qualifications & Training**  |
| Five GCSEs including English & Mathematics at Grade C (or equivalent Level 2) / evidence a good standard of literacy / numeracy  | ü |  |
| A Level or equivalent |  | ü |
| Evidence of a good standard of literacy/numeracy and a commitment to life-long learning | ü |  |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ü |  |
| **Experience**  |
| Experience of working with secondary age children in any setting – paid, unpaid, voluntary etc. |  | ü |
| Recent experience of leading and working with groups of young people, in either a paid or unpaid capacity | ü |  |
| Recent relevant experience of an educationally inclusive environment |  | ü |
| Experience of working in a school environment |  | ü |
| An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection | ü |  |
| **Skills, Knowledge & Aptitudes** |
| Able to prioritise and organise work effectively, and to remain calm under pressure | ü |  |
| Knowledge of current educational initiatives |  | ü |
| Ability to use ICT equipment (including interactive whiteboards) and software applications | ü |  |
| Commitment to the promotion of positive values, attitudes and behaviour  | ü |  |
| Ability to work to tight deadlines and with own initiative | ü |  |
| **Personal Attributes** |
| Committed to the principle that education should include all students and all abilities | ü |  |
| A genuine interest and empathy for young people | ü |  |
| Artistic flair – particularly useful for display work |  | ü |
| Good oral and written communication skills | ü |  |
| Good interpersonal skills - able to deal effectively with a wide range of people at all levels | ü |  |
| Discrete when dealing with sensitive and / or confidential matters | ü |  |
| Flexible and able to adapt to changing priorities | ü |  |
| Able to engage, interest and motivate young people | ü |  |
| A good team worker  | ü |  |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement | ü |  |
| **Other Requirements**  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ü |  |
| A good sense of humour and perspective | ü |  |
| Good sickness/attendance record in current/previous employment (not including absences resulting from disability) | ü |  |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ü |  |
| Licence to drive |  | ü |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ü |  |
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