



Person Specification: Cover Supervisor

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of English and Maths at GCSE A*-C GCSE, or equivalent.	A	
HLTA qualification advantageous		A
Experience		
Experience of working with classes or large groups of pupils		A
Experience of working in a secondary school		A
Skills and Abilities		
Ability to apply good behaviour management strategies in the classroom	R	
High level of literacy and numeracy to teach pupils in these areas	R	
Communication/presentation skills to communicate lesson plans to pupils and explain complex issues in an easily understandable way	R	
Caring and ability to manage the emotional, cultural and social needs of students in class.	R	
Ability to maintain a positive and calm learning environment.	R	
Ability to work as part of a team to provide seamless cover for absent teachers	R	
Ability to be flexible and use initiative	R	
Patience and resilience	R	
Willingness to learn and help the learning of others by sharing training and experience	R	
Commitment to inclusive education	R	



Magna Academy Poole

an Aspirations Academy

Knowledge		
Be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunity issues and special educational needs (SEN)	R	
Have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible.	R	
Understand and be able to use a range of strategies to deal with classroom behavioral as whole and also individual behavioural needs.	R	
Awareness of child protection and safeguarding	R	