

# Person Specification

Cover Supervisor

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, and Training</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent qualification</li> <li>• Level 4 Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to personal professional learning and development</li> </ul>
<b>Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Can evidence strong communication and interpersonal skills in a professional context with young people, parents and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational context</li> <li>• Experience of providing enrichment activities to extend learning outside of the classroom</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work with a wide range of people</li> <li>• Good organisational skills</li> <li>• Ability to efficiently complete basic administration tasks</li> <li>• Strong Information Technology Skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to help students in the learning and support process</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of facilitating student learning</li> </ul>
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to inclusion</li> <li>• A commitment to the values and vision of Maltby Academy and Trust</li> <li>• Ability to think creatively</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with young people and carers</li> <li>• Ability to communicate effectively and concisely both in verbal and written form to a variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas</li> <li>• Ability to establish positive professional relationships, recognise potential, motivate and challenge students as appropriate</li> </ul>
<b>Commitment To</b>	<ul style="list-style-type: none"> <li>• Commitment to diversity and equality of opportunity in all working practices</li> </ul>	

# Person Specification

## Cover Supervisor

<b>Behaviour</b>	<ul style="list-style-type: none"><li>• Role model best practice</li><li>• Resilience, clarity and drive</li><li>• Maintain a positive attitude and calm demeanour.</li></ul>	
<b>Attendance</b>	<ul style="list-style-type: none"><li>• A good attendance record in current employment, (not including absences due to disability)</li></ul>	<ul style="list-style-type: none"><li>• Exemplary attendance record in current employment, (not including absences due to disability)</li></ul>
<b>Written Application</b>	<ul style="list-style-type: none"><li>• A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm for the role and for the Academy within the Maltby Learning Trust.</li></ul>	