

Person Specification

Cover Supervisor

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

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Behaviour	<ul style="list-style-type: none">• Role model best practice• Resilience, clarity and drive• Maintain a positive attitude and calm demeanour.	
Attendance	<ul style="list-style-type: none">• A good attendance record in current employment, (not including absences due to disability)	<ul style="list-style-type: none">• Exemplary attendance record in current employment, (not including absences due to disability)
Written application	<ul style="list-style-type: none">• 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.	

The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.