

CARTERTON COMMUNITY COLLEGE

PERSONAL SPECIFICATION: COVER SUPERVISOR



	Essential	Desirable	Evidence
Qualifications			
Good general education to A level standard or equivalent	√		AP&CT
5 + GCSEs Grade C and above, or equivalent, including English and Maths	√		AP&CT
Educated to Degree Level		√	AP&CT
Enhanced DBS, Clearance for Prohibition Check + Right to Work in the UK	√		DBS
Recent and Relevant CPD		√	AP&CT
Experience			
Ability to use IT effectively	√		AP&IN
Experience of working with young people aged 11-18 years, whether in the workplace, educational establishment or at home.	√		AP, IN, RF
Work in school or college of further or higher education with some classroom experience either teaching or in a support role.		√	AP&IN
Skills			
Excellent communication and organisational skills	√		AP, IN & RF
Ability to motivate pupils	√		AP, IN & RF
Ability to listen	√		AP&IN
Good interpersonal skills and the ability to work collaboratively.	√		AP, IN & RF
A genuine commitment to supporting the development and well-being of young people.	√		AP, IN & RF
A sense of humour and perspective	√		AP&IN
Calm and able to work under pressure	√		AP&IN & RF
Ability to relate well to adults and children	√		AP&IN & RF
Organised and resourceful	√		AP&IN & RF
Ability to manage classroom activities and the environment safely	√		AP&IN & RF
Knowledge and Understanding			
Understanding the educational values of the school	√		AP&IN
An understanding of young people's behaviour	√		AP&IN
Good level of computer competency	√		AP&IN
Safeguarding and Child Protection	√		AP&IN
AP = Application Form, IN = Interview, CT = Certificates, OB = Observation and RF = References			

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.