A logo for a school

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**Personal Specification – Cover Supervisor**

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|  | **Essential** | **Desirable** |
| **Qualifications** | GCSE, including Maths and English at grade C or above or equivalent qualifications | Further or higher education relevant qualification |
| **Relevant Experience** | Experience of working with young people individually and in large groups in an academy or similar setting.  Experience of effectively using behaviour management strategies to address learner behaviour | Experience of a secondary academy environment and National Curriculum |
| **Knowledge and understanding** | Have high levels of numeracy and literacy.  Be able to demonstrate excellent communication skills, both written and verbal.  Able to give clear instructions and keep accurate clear records.  The ability to manage own workload and prioritise effectively.  Have excellent IT skills, to include academy systems and the Microsoft Office suite.  The ability to work flexibly and accept challenges with enthusiasm.  Be able to think creatively and demonstrate initiative and a pro-active approach to all aspects of the role.  Must have the ability to communicate effectively with learners, parents and other professionals. | Relevant qualifications.  Evidence of the ability to work independently. |
| **Skills and aptitudes** | Be willing to take part in any training required in order to carry out the role effectively and to train others.  Desire to support learners (and their families) from all ability ranges to achieve their full potential.  Be able to demonstrate an ability to work well as an individual and as a team.  Be able to demonstrate a commitment to promoting the ethos of the academy and the trust.  Have excellent relationships with learners and all teams of colleagues.  Demonstrate an understanding of, and commitment to, the over-arching priority of improving outcomes for learners. | An eagerness to gain experience, expertise and professional development through this position.  A commitment and enthusiasm for the role.  Adaptability and a professional approach to the responsibilities of the role. |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all Academy and Trust policies  Safeguarding and promoting the welfare and success of all learners and young people.  The implementation of equal opportunities practice.  Promoting the stated aims and policies. | Flexibility and willingness to help out with other duties if required. |

*We welcome applications regardless of age, gender, ethnicity or religion. The academy is committed to safeguarding and promoting the welfare of our learners and we expect all applicants to share this commitment. Appointments will be subject to an enhanced DBS disclosure with barred list check.*