

CHANTRY ACADEMY
Person Specification

Job Title: Cover Supervisor

Criteria	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a support capacity in a school or experience of working with young people in a learning environment. 	<ul style="list-style-type: none"> • Solution focussed approaches
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE or NVQ Level 3 or equivalent, including English and Maths 	<ul style="list-style-type: none"> • Safeguarding, PREVENT, SchoolSafe, e-Safety awareness
Skills	<ul style="list-style-type: none"> • Ability to encourage students with learning using pre-set material • Ability to establish and maintain positive learning relationships • Resilience to undertake varied duties • Must demonstrate an appreciation of the limits of responsibility (i.e. not attempt to engage in teaching) • Ability to work under the direction of a number of different people • Ability to communicate clearly and professionally – verbally and in writing. 	<ul style="list-style-type: none"> • Technical or practical skills • Report writing and record keeping skills, including the ability to effectively use ICT
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate with all levels of people • Must be team-orientated and aim to work to support other staff • To gain the respect of students through a manner of confidence and authority. • To organise own workload in the context of varied tasks. • Flexibility regarding support in Isolation Room essential 	<ul style="list-style-type: none"> • Critically reflective • Creativity, imagination and a willingness to do things differently and to try new ideas
Other	<ul style="list-style-type: none"> • Willingness to undertake basic first aid training 	<ul style="list-style-type: none"> • The ability to work away from home and some evening/weekend work (associated with school trips)

October 2021