



## CHARTERS SCHOOL

### PERSON SPECIFICATION

#### Associate Staff – Cover Supervisor

|   | ESSENTIAL   | DESIRABLE  | EVIDENCE FROM                                |
|---|---|--|--|
| <b>Knowledge and qualifications</b>       | <ul style="list-style-type: none"> <li>Good standard of general education to A level</li> <li>GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy</li> <li>Working knowledge of national curriculum</li> </ul>   | Evidence of further qualification<br>Basic first aid knowledge   | Application form                             |
| <b>Experience</b>                         | <ul style="list-style-type: none"> <li>Working as part of a team and on own initiative</li> <li>Responding to queries and simple problem solving</li> <li>Practical experience of working with students in a supervisory setting</li> </ul>   | Specialist knowledge in child behaviour/special needs eg autism<br>Experience of working with children in relevant age range<br>Experience of managing behaviour of young people | Application form/<br>interview/<br>reference |
| <b>Quality of Relationships</b>           | <ul style="list-style-type: none"> <li>An ability to work with members of a team</li> <li>Able to relate to students and teachers in a calm and sympathetic manner</li> <li>Ability to display fairness and respect for students and colleagues</li> </ul>  |  | Interview/<br>application form               |
| <b>Personal Style and Characteristics</b> | <ul style="list-style-type: none"> <li>Mature and professional manner</li> <li>Conscientious with commitment to providing a high quality of service</li> <li>Good timekeeping, attendance and flexibility</li> <li>Open minded, friendly and proactive</li> <li>Calm and caring, including when under pressure</li> <li>Self-motivated and ability to meet deadlines</li> <li>Sense of humour</li> </ul>  |  | Interview/reference                          |
| <b>Skills and Aptitude</b>                | <ul style="list-style-type: none"> <li>Ability to demonstrate a methodical, organised and flexible approach to work</li> <li>High level of communication skills with a diverse range of students and adults, establishing and maintaining effective working relationships</li> <li>Ability and willingness to learn quickly</li> <li>Ability to maintain a high level of confidentiality and discretion at all times</li> <li>Ability to spend cover period on feet</li> <li>Ability to manage student behaviour in accordance with school behaviour policy</li> <li>Ability to present information to different audiences</li> <li>Ability to relate well to students and motivate them to work</li> </ul> |  | Interview                                    |

