



## COVER SUPERVISOR PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>Further or higher education qualifications relevant to the field.</li> <li>Experience of working in a school or similar establishment.</li> <li>Experience of working with children/young people in a learning environment and in a supervisory capacity</li> </ul>	Application form  Letter of application  References  Interviews  Certificate/s (to be available at interview)
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, parents/carers and colleagues.</li> <li>Ability to relate well to and motivate children/young people.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals.</li> <li>Ability to learn and use a range of strategies to deal with classroom and individual student behaviour.</li> <li>Ability to improve own practice/knowledge through self-evaluation and learning from others.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge and experience of national requirements regarding curriculum and relevant learning programmes.</li> <li>Understanding of statutory frameworks relating to teaching.</li> <li>Good understanding of child development and learning processes.</li> <li>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.</li> </ul>	Application form  Letter of application  References  Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy skills.</li> <li>• Can use ICT packages and equipment effectively to support learning.</li> </ul>		
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work.</li> <li>• Able to follow direction and work in collaboration with her/his line manager.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>