



## Cover Supervisor – Grade 7

<b>Qualifications</b>		
GCSE English and Maths, grade A* - C or equivalent	E	Application form
National Learning Mentoring training or equivalent	D	Application form
Microsoft Office/Word processing or equivalent	D	Application form
<b>Experience of</b>		
Working in an educational environment	E	Application form/Interview
The ability to work with teaching staff and interact with students	E	Application form/Interview
Addressing groups of students	D	Application form/Interview
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	E	Interview
<b>Professional knowledge of</b>		
Awareness of confidentiality issues between home and school	E	Interview
Commitment to the safeguarding of students	E	Interview
Understanding of relevant policies and codes of practice	E	Application form
<b>Professional skills and attributes</b>		
Good and effective communication	E	Reference/Interview
Well-developed interpersonal skills to be able to relate well to a wide range of people	E	Interview
Confidentiality, tact and sensitivity	E	Application form/Interview
Ability to prioritise workload	E	Interview
Excellent organisational skills with the ability to use own initiative and work independently	E	Application form/Interview
Ability to work under pressure and to deadlines	E	Application form/Interview

E = Essential  
D = Desirable