

## PERSON SPECIFICATION – COVER SUPERVISOR

	CRITERIA	ESSENTIAL (E) DESIRABLE (D)		METHOD OF ASSESSMENT
		E	D	
				Application – A Interview – I References – R

EXPERIENCE				
	Experience of working with classes or large groups of pupils	✓		A, I, R
	Experience of working in a secondary school		✓	A

QUALIFICATIONS / TRAINING				
	Good standard of English & Mathematics at Grade C or above	✓		A
	HLTA qualification advantageous		✓	A

APTITUDES AND ABILITIES				
	Ability to apply good behaviour management strategies in the classroom	✓		A, I, R
	High level of literacy and numeracy to teach pupils in these areas	✓		A, I, R
	Communication/presentation skills to communicate lesson plans to pupils and explain complex issues in an easily understandable way	✓		A, I, R
	Caring and ability to manage the emotional, cultural and social needs of students in class.	✓		A, I, R
	Ability to maintain a positive and calm learning environment.	✓		A, I, R
	Ability to work as part of a team to provide seamless cover for absent teachers	✓		A, I, R

KNOWLEDGE				
	Be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunity issues and special educational needs (SEN)	✓		A, I, R
	Have the necessary skills to safely manage classroom activities, the physical learning space and resources for which they are responsible.	✓		A, I, R
	Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.		✓	A, I, R
	Awareness of child protection and bullying issues	✓		A, I, R

ATTITUDE / MOTIVATION				
	Ability to be flexible and use initiative	✓		I, R
	Patience and resilience	✓		I, R
	Willingness to learn and help the learning of others by sharing training and experience	✓		I, R
	Commitment to inclusive education	✓		I, R
	Fully support of the school's ethos and Mission Statement	✓		I