



# Quarrydale Academy

## Person Specification – Cover Supervisor – Grade 3

Criteria	Essential	Desirable	How Identified
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent passes in English and mathematics</li> <li>Evidence of academic or vocational qualifications/training</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of responsibility for/having worked with children</li> <li>Recognised level three academic or vocational qualifications</li> <li>Minibus driving qualification</li> </ul>	Application form
<b>Personal and professional attributes</b>	<ul style="list-style-type: none"> <li>Record of good attendance and punctuality</li> <li>High personal and professional standards, holding positive values and high expectations</li> <li>A positive outlook, a 'can-do' approach</li> <li>Relate well to a range of people, including staff and students. Ability to motivate young people.</li> <li>Good communication skills</li> <li>Commitment to team working.</li> <li>Resourceful and flexible when working</li> <li>Work accurately under pressure</li> <li>Willing to act upon advice and feedback, making adjustments to working practice where necessary</li> <li>Openness to coaching, mentoring, further training</li> </ul>		Application form Interview References

Criteria	Essential	Desirable	How Identified
Skills, Knowledge and understanding	<ul style="list-style-type: none"> <li>• Work as a team member</li> <li>• Prioritise and manage workload well</li> <li>• Have secure literacy, numeracy and ICT skills</li> <li>• Reflect on own work and its impact</li> <li>• Make adjustments to working practice where necessary</li> <li>• Can provide positive and constructive feedback</li> <li>• Establish a purposeful and safe environment, following safeguarding procedures as required</li> <li>• Manage young peoples' behaviour positively and constructively, promoting self-control, independence and cooperation</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of school procedures</li> <li>• Range of practical skills applicable to working in a school environment</li> <li>• Secure knowledge and experience of a national curriculum subject</li> <li>• Knowledge and experience of working with pupils with additional needs</li> </ul>	Application form Interview References