

PERSON SPECIFICATION
Cover Supervisor

Attributes	Essential	Desirable	How Identified
Education and Training			
<ul style="list-style-type: none"> A good general level of education including Maths and English at GCSE; Has demonstrated further professional development through qualifications or training. 	•	•	Application Form
Experience			
<ul style="list-style-type: none"> Experience as a Cover Supervisor; Experience of supervising young people; Experience of managing groups of pupils; Experience of SIMS or similar management information system; Experience in a secondary setting. 	•	• • • •	Application Form & References
Knowledge			
<ul style="list-style-type: none"> An understanding of the education system; Knowledge of a range of strategies to promote good behavior; Knowledge and understanding of what makes for effective learning in a classroom setting; Knowledge and understanding of how a lesson is delivered; Awareness and understanding of school policies and procedures. 	• • • •	•	Application Form & Interview
Skills			
<ul style="list-style-type: none"> Ability to communicate effectively with 11-18 year old students; Ability to work closely and productively with teachers and support staff; Ability and confidence to use a wide range of teaching and learning styles in the classroom; Competency in the use of ICT for professional purposes; Ability to communicate effectively with parents when appropriate; Flexibility and the ability to respond to changing demands; Excellent organisational skills and administrative abilities, including time management skills. 	• • • • • • •		Application Form & Interview
Personal Attributes			
<ul style="list-style-type: none"> A commitment to working with students of all abilities to enable them to reach their potential (equal opportunities and inclusion); A genuine liking for young people; A thoughtful and reflective individual; An effective and creative team player; A lively, motivated and enthusiastic practitioner; A willingness to use initiative and sometimes take risks in order to strive for continuous improvement; Ambitious for career development; Reliable; A commitment to continuous professional development; A willingness to be involved in extra-curricular activities; A commitment to upholding the values and policies of the school - particularly with regard to promoting the welfare of, and safeguarding, children. 	• • • • • • • • • •	•	Application Form References & Interview

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.