

Rhyddings Person Specification – Cover Supervisor

Essential		Desirable	
Qualifications			
<ul style="list-style-type: none">• A levels or Level 3 equivalent• Qualifications in English and Mathematics to at least GCSE 4-9/A*-C or equivalent (level 2)• Recent & relevant participation in professional development.		<ul style="list-style-type: none">• Degree or equivalent• Other relevant qualifications specific to this post.• Trauma Informed Practice• Safeguarding	
Experience and Professional Knowledge			
<ul style="list-style-type: none">• Experience of working with young people.• Experience of working as part of a team.		<ul style="list-style-type: none">• Experience of working within a school.• Experience of using an Information Management System.• Experience of using Microsoft 365	
Knowledge, Skills and Abilities			
<ul style="list-style-type: none">• Relate well to young people and their families / carers from different ethnic and social backgrounds and ability to build positive relationships.• Demonstrate effective communication skills and have a sense of humour.• Time management skills• Organisational skills• Knowledge of classroom roles and responsibilities.• Knowledge of the concept of confidentiality.• Ability to supervise and assist pupils.• Ability to work successfully as a team member establishing effective relationships and flexible working practices.• Ability to work under pressure in a constantly changing and demanding environment.		<ul style="list-style-type: none">• Knowledge of arranging cover daily on a day-to-day basis.• Ability to organise cover work and liaise with teaching staff.	
Professional Characteristics			
<ul style="list-style-type: none">• Highly organised and dedicated• High level of professional standards and expectations of self and others• High level of personal motivation and the ability to inspire, lead and motivate others• Strong communication, interpersonal and independent initiative• Ability to both follow direction and work under own initiative• Be willing to learn and update skills, knowledge and training			
Other			
<ul style="list-style-type: none">• Commitment to continued professional development / attending training and courses relevant to the post• Highly motivated• Respond well to a challenge• Maintain high professional standards• Excellent communication skills• Commitment to ensure that all children in your care are safe from harm / knowledge of safeguarding issues• Commitment to health and safety• Commitment to regular attendance at work• Commitment to equality, diversity and inclusion• Commitment to the school's values		<ul style="list-style-type: none">• Willingness to become a first aider	