

Person Specification

Cover Supervisor



Factor	Essential	Desirable	Assessment*
Qualification	• Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English.	• Educated to Degree level or equivalent.	D
Experience		• Experience of working with pupils in an education setting. • A desire to start a career in teaching	A, I, R
Skills and Knowledge	• Effective time management skills. • Ability to prioritise tasks. • Adaptable approach to work and confidence to respond and deal with unanticipated problems. • Ability to work effectively as part of a team and a willingness to support others. • Capability to work independently and use own initiative as and when required. • An understanding of children with additional needs		A, I, R
Personal Attributes	• Outstanding communication skills • Approachable • Ability to remain calm in stressful situations. • Ability to establish good working relationships with teaching staff and pupils. • Reliable and punctual. • A commitment to safeguarding and promoting the welfare of young people.		A, I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence