



# KING EDWARD VI BALAAM WOOD ACADEMY

*Educational excellence for our City*

## ***Personal Specification***

*~ Cover Supervisor ~*

**King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU**

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Basic understanding of the UK secondary school curriculum (Key Stages 3 and 4).</li> <li>• Familiarity with classroom roles and responsibilities.</li> <li>• Awareness of safeguarding and child protection practices.</li> <li>• Knowledge of behaviour management strategies.</li> <li>• Experience working with young people, ideally within an educational setting.</li> <li>• Experience managing groups or working independently with minimal supervision.</li> <li>• Experience maintaining discipline and following established classroom routines.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of SEN (Special Educational Needs) and how to support pupils with diverse needs.</li> <li>• Familiarity with specific school systems, such as Arbor for attendance.</li> <li>• Awareness of current educational issues and initiatives.</li> <li>• Classroom experience in a secondary school, even on a voluntary basis.</li> <li>• Experience covering a range of subjects.</li> <li>• Working with pupils from diverse backgrounds, including EAL (English as an Additional Language) learners.</li> <li>• Experience using behaviour management tools or school-specific behaviour systems.</li> </ul>

<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to maintain order, deal with disruptive behaviour and keep pupils focused on tasks.</li> <li>• Strong verbal and written skills to explain instructions and communicate with staff and pupils.</li> <li>• Able to work with minimal supervision, making appropriate decisions in a classroom setting.</li> <li>• Comfortable covering a range of subjects and year groups at short notice.</li> <li>• Able to manage a lesson period efficiently and keep to school timetables.</li> <li>• Competent using email, basic software (Word, PowerPoint) and other school IT systems.</li> <li>• Ability to liaise effectively with teachers, teaching assistants and senior staff.</li> <li>• Able to recognize and act appropriately on safeguarding or welfare concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Skill in de-escalating situations and managing difficult pupil behaviour positively.</li> <li>• Empathy and patience, particularly working with pupils who have additional needs or are disengaged.</li> <li>• Confidence speaking to a full class and keeping their attention.</li> <li>• Accurately completing registers and providing feedback to teaching staff.</li> <li>• Competence in one or more subject areas (e.g. Maths, English, Science).</li> <li>• Willingness to attend training, including safeguarding, behaviour management and SEND support.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent) in English and Maths at Grade C/4 or above.</li> <li>• Good general education.</li> <li>• Right to Work in the UK.</li> </ul>	<ul style="list-style-type: none"> <li>• A Levels or Level 3 qualifications.</li> <li>• Degree or Higher Education qualification.</li> <li>• Level 2 or 3 Teaching Assistant qualification.</li> <li>• HLTA (Higher Level Teaching Assistant) status.</li> <li>• Safeguarding Training.</li> <li>• First Aid certificate.</li> <li>• Behavior Management Training.</li> </ul>

**Method of Assessment (M.O.A.)**

Application Form (AF), Interview(I), Test or Exercise (T), Presentation (P)

**June 2025**