

**COVER SUPERVISOR**

**PERSON SPECIFICATION**

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| Experience | * Significant past experience of working with children or young people of relevant age. * Experience of working with others to achieve shared outcomes. * Experience as a teaching assistant or of behaviour management. |
| Skills & Attributes | * The ability to motivate students, to manage their behaviour and promote and maintain a calm working environment in the Academy. * Ability to support the processes and procedures that promote students’ learning. * Good communication skills, written and oral. * Very good competency in reading, writing and mathematics. * Sound ICT skills. * Ability to relate to and work with young people. * Self-motivated. * Ability to plan work over time and prioritise tasks. * Ability to work as a member of a team. * Ability to work in a flexible and responsible way with tact, discretion and confidentiality. * The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English. |
| Training | * Ability to undertake any relevant training. |
| Education & Qualifications | * Must hold a grade C or better in both GCSE English and Mathematics and preferably in sciences too. |
| Other | * Ability and willingness to be a personal tutor to a small group of students. * A willingness to participate fully in Academy life. * Be prepared to work some non-standard hours as required to support evening events, such as parents’ evenings. * A commitment to equal opportunities. * A commitment to student safety and safeguarding. |

**Note: King Edward VI Sheldon Heath Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for this post.**