

**PERSON SPECIFICATION: Cover Supervisor**

Please have this person specification in mind when writing your letter of application.

Key: attribute tested principally through: **F**orm, **L**etter, **R**eferences, **I**nterview, **O**bservation

Essential				Desirable
<b>SKILLS AND EXPERIENCE</b>				
Minimum of level 3 qualifications				
Evidence of further qualifications and training				
Experience with leading/teaching/managing/communicating with secondary/and or primary aged pupils (e.g. Scouts/Church/Youth sports teams)				
Understanding the needs of young people				
Other experience of communicating with groups of people				
Proficiency in use of basic word-processing and spreadsheet use				
Ability to express themselves clearly both in writing and in speech				
Understanding of safeguarding issues				
Personal reliability and integrity				
Enthusiasm for the role				
<b>PERSONAL QUALITIES</b>				
Ability to inspire confidence in and establish excellent relationships with students, teachers and parents [R, I, O]				Good time-management skills [R, I]
Strong classroom management skills [R, I, O]				
Excellent knowledge, understanding and skills in relation to team building [R, I]				Perseverance [R, I]
Very good/excellent organisational skills [F, L, R, I]				
Flexibility [R, I]				
<b>CHILD PROTECTION</b>				
Commitment to form and maintain appropriate relationships and personal boundaries with young people [R, I]				Understanding of how best to promote the health, safety and well-being of young people [R, I]
Commitment to safeguarding and promoting the welfare of young people [R, I]				

