



Liverpool College

**Person Specification**

**Post Title: Cover Supervisor**

Characteristics	Essential	Desirable	Evidence
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working effectively with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Cover Supervisor experience</li> </ul>	<b>A, I</b>
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C (or equivalent) in English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• NVQ Level 3 in relevant field or A Levels</li> </ul>	<b>A</b>
<b>APTITUDES AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Good IT skills</li> <li>• Good time management</li> <li>• Good organisational &amp; administrative skills</li> <li>• Enthusiastic &amp; self-motivated</li> <li>• Willing to undertake further training to fulfil job role</li> <li>• Ability to use one's own initiative</li> <li>• Work well within a team and independently</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety regulations</li> <li>• Knowledge of how to use SIMS</li> </ul>	<b>A, I, R</b>
<b>DISPOSITION ATTITUDE/MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Patient</li> <li>• Diplomatic</li> <li>• Reliable</li> <li>• Conscientious</li> <li>• Consistent</li> <li>• Flexible</li> </ul>		<b>A, R, I</b>

**A-Application**

**I-Interview**

**R-Reference**