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**PERSON SPECIFICATION – COVER SUPERVISOR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CRITERIA** | Essential/Desirable | Where assessed |
|  | **Qualifications and Education** |  |  |
| 1 | A good standard of education | E | A/C |
| 2 | Further relevant training/development | D | A/C |
|  | **Experience and Knowledge** |  |  |
| 3 | Experience of working with young people preferably within an education setting | E | A, I, R |
| 4 | Experience of supervising students under an agreed system of supervising and classroom management | D | A, I, R |
| 5 | Ability to motivate and engage students | E | A, I, R |
|  | **Skills** |  |  |
| 6 | Excellent written and verbal communication skills | E | A, I, R |
| 7 | Ability to work as part of a team | E | A, I, R |
| 8 | Ability to work manage classroom activities and student engagement | E | A, I, R |
| 9 | Ability to organise work, prioritise tasks and manage time effectively | E | A, I, R |
|  | **Personal Attributes** |  |  |
| 10 | A commitment to safeguarding and promoting the welfare of children and young people | E | A, I, R |
| 11 | Flexible and able to use own initiative | E | A, I, R |
| 12 | A willingness to be involved in extra-curricular activities | E | A, I, R |

**Key: Where Assessed**

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.