

CONFIDENTIAL – Priory School

Person Specification			
Job Title	Cover Supervisor	Job Holder	
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This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Key:			
E – Essential	D – Desirable	A – Application Form	I – Interview Process

Qualifications		E	D	A	I
1.	Attainment of GCSE qualifications or equivalent to include Maths and English	✓		✓	✓
2.	Degree or equivalent		✓	✓	

Knowledge & Understanding		E	D	A	I
Able to evidence and apply up to date secure knowledge and understanding of:					
1.	Specific evidence of successful classroom supervision	✓		✓	
2.	Commitment to the highest standards of child protection	✓		✓	✓

Skills and Abilities		E	D	A	I
1.	Experience of working directly with children/young people	✓			✓
2.	Experience of working within a school environment	✓		✓	
3.	Work flexibly and supportively with parents and carers	✓		✓	✓
4.	Work in partnership with teaching staff and other professionals as well as agencies, voluntary groups and service providers.	✓		✓	✓
5.	Communicate clearly and effectively in the English language, with children and adults, both verbally and in writing.	✓		✓	✓
6.	Work on own initiative and take responsibility within set boundaries	✓		✓	✓
7.	Be resilient and optimistic in order to manage day-to-day challenges in a busy school environment	✓		✓	✓
8.	Take personal responsibility, demonstrate a readiness to reflect and self-evaluate and the ability to change, improve and develop	✓		✓	✓
9.	Pay attention to detail and spot errors quickly	✓		✓	✓
10.	Excellent organisational and time management skills	✓			✓

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11.	Be a confident and skilled user of ICT	✓		✓	
12.	Be reliable, trustworthy and confidential at all times	✓		✓	✓
13.	Be patient and empathetic	✓		✓	✓

Experience		E	D	A	I
1.	Evidence of recent experience of working within the field of Safeguarding	✓		✓	✓

Personal Attributes		E	D	A	I
1.	Have high standards in terms of attendance and punctuality	✓		✓	✓
2.	The ability to manage oneself, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances.	✓		✓	✓
3.	A genuine concern to secure the educational progress of children irrespective of their background or ethnicity	✓		✓	✓
4.	Maintain confidentiality and handle sensitive information in accordance with GDPR 2018 rules	✓		✓	✓
5.	Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times	✓		✓	✓
6.	Successful Enhanced DBS status	✓		✓	