



Post title	Cover Supervisor	
Reporting to	Deputy Headteacher and Operations Manager	
Contract type	Permanent, Full Time, Term Time only	
Essential		Desirable
SKILLS		
<ul style="list-style-type: none"><li>▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students</li><li>▪ Ability to motivate students</li><li>▪ Ability to work at own initiative and as part of a team</li><li>▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality</li><li>▪ Ability to relate well to children and adults</li><li>▪ Ability to work under pressure</li><li>▪ Flexibility</li><li>▪ Competence in numeracy and literacy</li></ul>	<ul style="list-style-type: none"><li>▪ Ability to use ICT effectively to support learning</li><li>▪ Ability to support the processes and procedures for students' learning</li></ul>	
KNOWLEDGE		
<ul style="list-style-type: none"><li>▪ Awareness of confidentiality issues linked to:<ul style="list-style-type: none"><li>▪ Home</li><li>▪ Student</li><li>▪ Teacher</li></ul></li><li>▪ School work</li></ul>	<ul style="list-style-type: none"><li>▪ Understanding of the aims, content and intended outcomes of teaching and learning in relation to the National and the School's curriculum</li><li>▪ Understanding of principles of child development and learning processes</li><li>▪ Knowledge of a range of strategies to promote good behaviour</li><li>▪ Awareness of the statutory frameworks relevant to their role</li><li>▪ Knowledge and understanding of the different classroom roles and responsibilities in relation to this post</li><li>▪ Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation</li></ul>	
EXPERIENCE		
<ul style="list-style-type: none"><li>▪ Experience working with children and young people</li><li>▪ Administrative duties</li></ul>		
QUALIFICATIONS		
<ul style="list-style-type: none"><li>▪ 5 GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy</li></ul>	<ul style="list-style-type: none"><li>▪ Appropriate First Aid Training</li><li>▪ A Level/Level 3 Qualification</li></ul>	