

Person Specification –Cover Supervisor

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> Smart business-like appearance 		Application Form
Qualifications	<ul style="list-style-type: none"> A good general education including minimum GCSE Grade C or equivalent in English and Mathematics. 	<ul style="list-style-type: none"> 	Application Form and Interview
Experience	<ul style="list-style-type: none"> Experience of working with young people Experience of working in a classroom 	<ul style="list-style-type: none"> Experience of working with young people in an education setting 	Application Form and Interview
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training, including training to support the postholder in their responsibilities. 		Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> Competent with regular IT packages. An understanding of the confines of confidential working e.g. Data Protection. 	<ul style="list-style-type: none"> Broad knowledge of the curriculum / cover techniques 	
Circumstances	<ul style="list-style-type: none"> Able to travel to local schools and organisations. 		
Disposition	<ul style="list-style-type: none"> Ability to work independently and as part of a team. Passionate and committed to helping others. Able to remain calm under pressure to manage conflicting demands. 		
Practical and Intellectual Skills	<ul style="list-style-type: none"> Commitment to safeguarding children and young people. Excellent interpersonal and communication skills. Provide accurate information and implementing practical support. Highly organised with excellent admin skills 		
Management	<ul style="list-style-type: none"> Ability to work as a team Able to manage own workload Ability to prioritise 	<ul style="list-style-type: none"> Ability to manage a classroom 	

Legal Requirements	<ul style="list-style-type: none">• Enhanced Disclosure & Barring Service Check confirming the appointee is not on the Children's Barred list.• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.• Inline with the latest KCSIE guidance an online check will be conducted on all shortlisted applicants	<ul style="list-style-type: none">•	
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Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.