GLF Schools – Person Specification

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| Job Title  | Cover Supervisor  | Essential  | Desirable  |
| Professional and Experience  |
| Experience of working in an educational environment  | √  |  √ |
| Experience of working in a school  |  | √  |
| Experience of providing cover supervision lessons in the absence of the regular class teacher  |   | √  |
| Experience of teaching/providing cover supervision across all Key Stages 3-5  |   | √  |
| Experience of involvement in extra-curricular activities  |  | √  |
| A successful track record of improving outcomes for students  | √  |
| Knowledge and Skills  |
| ICT skills – proficient in using Microsoft Excel, Word and PowerPoint  |  | √ |
| ICT skills – familiarity with Bromcom  | √  |
| Good understanding of assessment frameworks used to monitor and record student outcomes and progress  |  √ |
| Effective and clear communication skills  |  |   |
| Good administration skills  |   |
| Able to work to deadlines, use own initiative and keep line manager appraised  |   |
| Ability to liaise with regular class teachers, providing feedback about cover work and classes  | √  |   |
| Ability to work independently, demonstrating initiative  |  |   |
| Receptive to new ideas, approaches and challenges  |   |
| Qualifications  |
| GCSE/O Level (C grade or higher, or equivalent) in Maths and English  | √  |   |
| A-Level (or equivalent) qualifications  |   | √  |
| Higher Level qualifications  |   | √  |
| Teaching qualifications  |   | √  |
| Evident of continuous professional development  | √  |   |
| Personal Attributes  |
| Pleasant and welcoming manner  |  |   |
| Excellent interpersonal skills  |   |
| Personal integrity and loyalty, remaining confidential at all times  |   |
| Confident and calm approach  |   |
| Ability to manage time and workload  |   |
| Proactive and forward thinking  |   |
| Ability to use initiative  |   |
| Safeguarding  |
| Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with the school’s policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role.   |

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| Diversity  |
| We welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.   |