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. |