



PERSON SPECIFICATION – Cover Supervisor

Knowledge and experience	Essential	Desirable
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview)	√	
Experience of working with children / young people in a learning environment	√	
Further education qualification/s in relevant field (certificate/s to be available at interview)		√
Experience of working in a school or similar establishment in an administrative support role		√
Knowledge of SIMS		√
First Aid qualification or willingness to gain one	√	
Skills knowledge and aptitudes	Essential	Desirable
Ability to build and form good relationships with prospective parents, students, colleagues and other professionals	√	
Ability to relate well to and motivate children / young people		
Ability to work constructively as part of a team, understanding school roles and responsibilities		
Ability to learn and use a range of strategies to deal with classroom and individual student behaviour	√	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	√	
Ability to improve own practice / knowledge through self-evaluation and learning from others	√	
Good standard of numeracy and literacy skills	√	
Ability to effectively operate a full range of ICT equipment and other resources	√	
Good understanding of child development and learning processes		√
Working knowledge and experience of implementing national curriculum and relevant learning programmes / strategies		√
Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation		√
Understanding of statutory frameworks relating to teaching		√
Personal qualities	Essential	Desirable
Initiative and ability to prioritise one's own work	√	
Able to follow direction and work in collaboration with Line Manager	√	
Able to work flexibly to meet deadlines and respond to unplanned situations	√	
Efficient and meticulous in organization	√	
Desire to enhance and develop skills and knowledge through CPD	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health & Safety	√	
Commitment to the school's ethos, aims and its whole community	√	