

# Cover Supervisor

## Person Specification

	Essential	Desirable
<b>Qualifications, and Training</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to personal professional learning and development</li> <li>Level 4 Qualification</li> <li>Degree level qualification</li> </ul>
<b>Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Can evidence strong communication and interpersonal skills in a professional context with young people, parents and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an educational context</li> <li>Experience of providing enrichment activities to extend learning outside of the classroom</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work with a wide range of people</li> <li>Good organisational skills</li> <li>Ability to efficiently complete basic administration tasks</li> <li>Strong Information Technology Skills</li> <li>Ability to work independently and as part of a team</li> <li>Ability to help students in the learning and support process</li> <li>Business insurance to meet the requirements of the role</li> </ul>	<ul style="list-style-type: none"> <li>Experience of facilitating student learning</li> </ul>
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>Demonstrates an absolute commitment to the Academy Vision and MLT Behaviours.</li> <li>Embodies the Key Drivers;                             <ul style="list-style-type: none"> <li>World-class Learning</li> <li>The highest expectations</li> <li>No excuses</li> <li>Growth mindset</li> <li>Never give up</li> <li>Everyone is valued</li> <li>Integrity</li> </ul> </li> <li>Successful working relationships with colleagues/other stakeholders</li> <li>Innovative, able to contribute new ideas and help establish them</li> <li>A true growth mindset and a desire to continually improve</li> <li>Energy and flexibility</li> <li>A professional approach borne out of confidence and effectiveness in role</li> <li>A role model of best practice to young people and the community</li> </ul>	<ul style="list-style-type: none"> <li>Able to contribute new ideas</li> <li>Ability to establish positive professional relationships, recognise potential, motivate and challenge students as appropriate</li> </ul>

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	<ul style="list-style-type: none"><li>• Able to maintain a positive attitude and keep calm under pressure</li><li>• Able to communicate effectively and concisely both in verbal and written form to a variety of audiences</li></ul>	
<b>Commitment To</b>	<ul style="list-style-type: none"><li>• Commitment to diversity and equality of opportunity in all working practices</li><li>• Commitment to child protection and safeguarding policies and procedures</li><li>• Commitment to the values and vision of Maltby Learning Trust</li><li>• Commitment to personal professional learning and development</li></ul>	
<b>Attendance</b>	<ul style="list-style-type: none"><li>• A good attendance record in current employment, (not including absences due to disability)</li></ul>	<ul style="list-style-type: none"><li>• Exemplary attendance record in current employment, (not including absences due to disability)</li></ul>