### **Person Specification: Cover Supervisor with EVC Responsibilities**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications & Training** |  |  |
| Good standard of general education (A level or equivalent + GCSEs in English and Maths or equivalent) | ✓ |  |
| Degree level education or above |  | ✓ |
| Evidence of relevant further training or professional development |  | ✓ |
| First aid qualification (or willingness to complete training) |  | ✓ |
| Training in safeguarding and/or educational visits e.g. EVC training (or willingness to complete training) |  | ✓ |
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| **Experience** |  |  |
| Experience supervising groups of children or young people in an educational setting | ✓ |  |
| Experience planning, supporting, or leading educational visits/trips |  | ✓ |
| Experience managing behaviour effectively | ✓ |  |
| Experience working within a secondary school environment |  | ✓ |
| Experience of working with budgets |  | ✓ |
| **Skills & Knowledge** |  |  |
| Strong organisational and administrative skills | ✓ |  |
| Ability to manage and motivate groups of pupils | ✓ |  |
| Knowledge of safeguarding and child protection procedures | ✓ |  |
| Understanding of school trip procedures and risk assessments | ✓ |  |
| Good IT skills for record keeping and communication | ✓ |  |
| Ability to follow and enforce school policies and procedures | ✓ |  |
| Ability to communicate effectively with pupils, staff, and parents | ✓ |  |
| **Personal Qualities** |  |  |
| High expectations for all pupils and commitment to their welfare | ✓ |  |
| A positive, flexible attitude and the ability to analyse and evaluate to provide appropriate solutions  | ✓ |  |
| Flexibility, adaptability, calmness under pressure and responsiveness to a changing environment | ✓ |  |
| Highly organised, with the ability to prioritise and manage time effectively. | ✓ |  |
| Excellent attention to detail with an ability to problem solve  |  | ✓ |
| Commitment to upholding the ethos and values of the school | ✓ |  |
| Ability to build positive relationships with pupils, staff, and parents.  | ✓ |  |
| Independent work ethic, coupled with team collaboration  | ✓ |  |
| Commitment to equality, diversity, and inclusion | ✓ |  |
| Willingness to learn new skills, participate in relevant training and develop professionally | ✓ |  |