

Person Specification: Cover Supervisor

September 2022

Attributes	Essential	Desirable
Experience (Relevant work and other experience)	<ul style="list-style-type: none"> Have sufficient understanding, knowledge and confidence to support students' learning. Awareness of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate. Understand the aims, content and intended outcomes for lessons. Knowledge of a range of strategies to promote good behaviour. Computer literate. 	<ul style="list-style-type: none"> Understanding of Child Protection (Safeguarding) and Health and Safety Regulations. First Aid Qualification. Minimum of 3 years of working with secondary students.
Education & Qualifications	<ul style="list-style-type: none"> Relevant qualification to NVQ Level 3 and GCSE Grade C or equivalent in Maths and English. Evidence of further study above GCSE level. 	
Training	<ul style="list-style-type: none"> Willingness to undertake relevant training. 	<ul style="list-style-type: none"> Evidence of recent training.
Skills and Abilities	<ul style="list-style-type: none"> Ability to work effectively as a member of a team. Good, clear communication skills, oral and written. Highly motivated; ability to work with minimum supervision. Excellent interpersonal skills. Ability to stay calm under pressure. Eye for detail and committed to accuracy. Ability to keep to procedures. 	<ul style="list-style-type: none"> Confident to liaise with a wide range of people. Meticulous attention to detail. Awareness of data protection. Ability to follow written procedures.
Personal qualities	<ul style="list-style-type: none"> Commitment to the ethos and aims of the school. Excellent work ethic. Patient and conscientious. Excellent attendance and punctuality. Outstanding role model for students. Willingness to 'go the extra mile' in order to secure the best outcomes for students. 	