



PERSON SPECIFICATION Lead Cover Supervisor

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

	Essential	Desirable
Education & Training	• A minimum of 5 GCSEs (Grade A-C) or equivalent including English and Maths. (W, D) • A willingness to undertake relevant training to support the most effective practice (I)	• Relevant level 3 qualifications (W, D) • Teacher training (W, D)
Knowledge and Experience	• Experience & proven ability to use a variety of computer applications, in particular Microsoft Office (W, I) • Recent experience of working in the educational sector and/or with secondary school aged children (W)	• Experience of working in a secondary school (W) • Experience of leading and managing a team (W) • Experience using SIMS (W)



Skills	• Ability to set and maintain high standards (W, I) • Ability to safely manage classroom activities, the physical learning space and classroom resources (I, D) • An understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and with individual behaviour (W, I, D) • Ability to prioritise tasks, manage time effectively and meet deadlines. (W, I, D) • Ability to cope with the pressure of a fragmented day (W, I, D) • Ability to relate to and work with young people (I, D) • Excellent communication skills (W, I) • Experience liaising with organisations / agencies (W, I)	
Qualities and Attributes	• Proven interpersonal and communication skills to deal effectively with staff, students, parents, governors and outside agencies, in person, in writing and on the telephone. (W, I, D) • Ability to develop and maintain effective working relationships. (I, D) • Discrete and considerate when dealing with sensitive and confidential matters. (I, D) • Proven ability to work on own initiative and make decisions. (W, I, D) • Ability to work as an effective member of a team. (I, D) • Excellent organisational skills. (W, I, D) • Ability to adapt to new situations (I)	



Other Conditions	• Set a good example of professional standards and abide by our Code of Conduct (I). • Must satisfy relevant pre-employment checks (D). • This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D).	
Equal Opportunities & Safeguarding	• Commitment to equal opportunities (I, D) • Commitment to safeguarding students. (I, D)	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.