

Person Specification – Senior Cover Supervisor

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of students, staff and parents.

	Essential	Desirable
Qualifications	GCSE, including Maths and English at grade C or above or equivalent qualifications	Further or higher education relevant qualification Experience working as a Cover Manager/Supervisor /HLTA/ Learning Manager
Relevant Experience	Experience Managing a team Experience of working with young people individually and in large groups in a school or similar setting. Excellent organisational and time management skills. Able to remain calm under pressure, work to deadlines and manage competing priorities. Experience of effectively using behaviour management strategies to address student behaviour	Experience of a secondary school environment and National Curriculum Ability to self-evaluate learning needs and actively seek learning opportunities

<p>Knowledge and understanding</p>	<p>Have high levels of numeracy and literacy.</p> <p>Be able to demonstrate excellent communication skills, both written and verbal.</p> <p>Able to give clear instructions and keep accurate clear records.</p> <p>The ability to manage own workload and prioritise effectively. Have excellent IT skills, to include school systems and the Microsoft Office suite.</p> <p>The ability to work flexibly and accept challenges with enthusiasm.</p> <p>Be able to think creatively and demonstrate initiative and a proactive approach to all aspects of the role.</p> <p>Must have the ability to communicate effectively with students, parents and other professionals.</p>	<p>Evidence of the ability to work independently.</p>
<p>Skills and aptitudes</p>	<p>Be willing to take part in any training required in order to carry out the role effectively and to train others.</p> <p>Desire to support students (and their families) from all ability ranges to achieve their full potential.</p> <p>Be able to demonstrate an ability to work well as an individual and as a team.</p> <p>Be able to demonstrate a commitment to promoting the ethos of the school and the trust.</p> <p>Have excellent relationships with students and all teams of staff.</p> <p>Demonstrate an understanding of, and commitment to, the over-</p>	

	<p>arching priority of improving outcomes for students.</p>	
<p>Special Requirements</p>	<p>Enhanced DBS clearance</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.</p> <p>To, at all times, accept responsibility for safeguarding and promoting the welfare of children.</p> <p>Compliance with all School and Trust policies</p>	<p>Flexibility and willingness to help out with other duties if required.</p>

Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.