



Cover Supervisor Person Specification

JOB REQUIREMENTS	ESSENTIAL	Essential	Preferred	* How assessed
	Good standard of basic education	✓		A
	NVQ Level 2 in relevant qualification or equivalent experience	✓		A,I&R
	Numeracy / Literacy qualification		✓	A
	NVQ Level 3 in Teaching and Learning or willingness to undertake this qualification		✓	A & I
	Previous experience of working with young people	✓		A,I&R
Qualifications and experience	Previous experience of working with young people in a school environment	✓		A,I&R
	Supervising group work		✓	A & I
	Supporting students with special educational needs		✓	A & I
	Knowledge of ICT and experience of using whiteboards		✓	A,I&T

Personal and interpersonal	Ability to complete administration tasks including recording and monitoring attendance		✓	A & I
	Ability to communicate effectively to students and members of staff; covering classes from Year 7 to Year 11 with varying ranges of ability	✓		I & T
	Ability to work unsupervised	✓		I & T
	Ability to respond flexibly to a diverse range of situations and needs	✓		I & T
	Ability to resolve conflict		✓	I
	Empathic and sensitive to students needs	✓		I & T
	Good interpersonal skills	✓		I,T&R
	Good listening skills	✓		I & T
	Effective team player	✓		I
	Hardworking, committed, personable, cheerful, discreet and confident	✓		I & R
	Tactful and diplomatic	✓		I & R
	Non-judgemental and objective	✓		I & R
	Commitment to equal opportunities	✓		I
Commitment to social inclusion	✓		I	

	Ability to take sole charge of a class of students in an orderly and controlled manner	✓		I,T&R
	Ability to clearly instruct and provide guidance to students	✓		I,T&R
	Ability to safely manage classroom activities set by the class teacher	✓		I,T&R
	Be responsible for the physical learning space and resources of the students	✓		I,T&R
Special Skills and Aptitudes	Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs	✓		I & T
	Having the ability to maintain a confident and innovative approach to the role	✓		I & T
	Ability to be confident and flexible in terms of varying subjects	✓		I
	Flexible approach to working patterns and unexpected changes of circumstance	✓		A & I
Staff Development	Willingness to participate in further training and development opportunities	✓		A & I
	A commitment to the responsibility of safeguarding and promoting the welfare of	✓		I

Child Protection	young people			
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = assessed by application, R = assessed by references, I = assessed by Interview, T = assessed by Task