



## Person Specification- Cover Supervisor

The successful candidate will possess all or most of the following attributes:

E = Essential D = Desirable

Assessed by:

I = Interview A = Application R = Reference

QUALIFICATIONS	Criteria	Selection
<ul style="list-style-type: none"> <li>Minimum of Grade C (or equivalent) in English and Maths</li> </ul>	E	A
<ul style="list-style-type: none"> <li>QTS / HLTA</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Degree</li> </ul>	D	A
EXPERIENCE		
<ul style="list-style-type: none"> <li>Experience of working with in a school or education setting (secondary)</li> </ul>	D	A/I/R
<ul style="list-style-type: none"> <li>Experience of SIMS</li> </ul>	D	A
<ul style="list-style-type: none"> <li>A minimum of 2 years' experience of working with groups of children</li> </ul>	D	A/I/R
<ul style="list-style-type: none"> <li>Awareness of data protection, security and confidentiality</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>To have knowledge and experience of working in a successful team.</li> </ul>	E	A/I/R
PROFESSIONAL DEVELOPMENT		
<ul style="list-style-type: none"> <li>Evidence of a commitment to own professional development &amp; CPD</li> </ul>	E	A/I
KNOWLEDGE, UNDERSTANDING AND SKILLS		
<ul style="list-style-type: none"> <li>The skills to effectively and safely manage a classroom, classroom activities and any other learning space and resources available and in use.</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Have high expectations of young people including a commitment to ensuring that they can achieve their full potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Knowledge and understanding of recent legislation, development and initiatives in secondary education</li> </ul>	D	A/I/R
<ul style="list-style-type: none"> <li>Knowledge of the curriculum at KS3, KS4 &amp; KS5</li> </ul>	D	A/I/R
<ul style="list-style-type: none"> <li>Excellent presentation and communication skills both written and verbal</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Assist with the learning of individuals, groups and whole classes effectively, modifying their approach appropriately to suit the stage of the lesson and the needs of the learners.</li> </ul>	D	A/I/R
<ul style="list-style-type: none"> <li>The ability to build positive and reliable professional relationships with teachers, parents and carers.</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>The ability to build positive professional relationships with students</li> </ul>	E	A/I/R

<ul style="list-style-type: none"> <li>Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the Academy's behaviour policy</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Ability to empathize with the needs of pupils and to be firm but fair and consistent</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>A team player with the ability to establish good working relationships with staff, pupils and parents</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Have a commitment to collaboration and co-operative working where appropriate</li> </ul>	E	A/I/R
<b>PERSONAL QUALITIES</b>		
<ul style="list-style-type: none"> <li>A commitment to equality and diversity</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>To fully subscribe to the Academy values of Respect, Determination and Ambition in regard to themselves, the Academy and our young people</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Flexible and adaptable in approach</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Resilience in overcoming challenges and tenacity to follow actions through</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Calm under pressure</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Sympathetic to needs of others</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Accuracy and attention to detail</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Ability to manage workload effectively</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Willingness to share expertise and knowledge with others</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Good health and an appreciation of work life balance</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>To have an excellent record of attendance and punctuality.</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>A sense of humour, warmth, energy, stamina and resilience</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>The professional respect of colleagues</li> </ul>	E	A/I/R