



DREAM BELIEVE ACHIEVE

JOB DESCRIPTION

POST DESIGNATION

COVER SUPERVISOR

RESPONSIBLE TO

DEPUTY HEAD TEACHER

GRADE

GRADE 4

HOURS

VARIOUS – TERM TIME ONLY

PERSONAL SPECIFICATION

Method of Assessment (M.O.A)

A.F = Application Form; I = Interview; T = Test; P = Presentation

CRITERIA	ESSENTIAL	M.O.A
EXPERIENCE (Relevant work and other experience)	• Experience of working with and relating to children of secondary age.	AF/I
	• Understanding of the curricular requirements of the school, these are to include statutory requirements.	AF/I
	• Competence in the use of ICT to support teaching and learning.	AF/I/T
	• Ability to work with a minimum of supervision and within a team.	AF/I/T
	• Ability to manage students in a classroom setting.	AF/I/T
	• Working knowledge of all relevant polies and codes of practice and legislation	AF
	• Ability to self-evaluate learning needs and actively seek learning opportunities	

SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • Working knowledge or ability ICT to support teaching and learning. • Able to use electronic equipment such as video recorder, camera, photocopiers etc. • Ability to relate to children and adults • Good written and oral communication skills. • Self organisational skills. • Understanding of the need for confidentiality. • Patience and the ability to deal with a wide range of demands from a variety of people • Polite, pleasant and efficient manner. • Flexible attitude towards day to day tasks. • Ability to work under pressure, to deadlines. • Ability to work effectively as part of a team. • Ability to work with a minimum of supervision • Ability to take instructions and act on them 	AF/I/T AF/I/T AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willing to take on any training that is required to meet the demands and changes of the job role	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualification	<ul style="list-style-type: none"> • Math's grade C or above • English grade C or above • NVQ Level 3 equivalent 	AF
OTHER	Understanding and commitment to the Data Protection Act. Understanding and commitment to Equal Opportunities.	AF/T AF/T