

**PERSON SPECIFICATION**

*Review & Updated – September 2016*

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| **JOB TITLE** | Cover Supervisor |
| **GRADE** | **Grade 4/UQT (subject to experience)** |

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| **ATTRIBUTES** | **JOB REQUIREMENTS** | **MEASUREMENT** |
| **KNOWLEDGE** | * Of the needs and characteristics of young people
* Of supervision and behaviour management techniques
* Of the importance of positive role models for young people
* Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning
* Of equal opportunities and anti-discriminatory practice in the context of the school community
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| **SKILLS** | * To communicate effectively
* To motivate and encourage students to work co-operatively
* To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively
* To be a team player
* To organise and co-ordinate classroom a difference
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| **EDUCATIONAL****ACHIEVEMENTS** | * Educated to level 2 minimum – GCSE standard (English & Maths desirable)
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| **EXPERIENCE** | * Of working with groups of young people, preferably of secondary age
* Of resolving problems and handling challenging situations
* Of managing behaviour effectively
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| **PROFESSIONAL** | * Of working with groups of young people, preferably of secondary age
* Of resolving problems and handling challenging situations
* Of managing behaviour effectively

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| **SPECIAL REQUIREMENTS**  | "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment" |  |