

**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 |  |
| **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 |  |
| **EDUCATIONAL**  **ACHIEVEMENTS** | * Educated to level 2 minimum – GCSE standard (English & Maths desirable) |  |
| **EXPERIENCE** | * Of working with groups of young people, preferably of secondary age * Of resolving problems and handling challenging situations * Of managing behaviour effectively |  |
| **PROFESSIONAL** | * Of working with groups of young people, preferably of secondary age * Of resolving problems and handling challenging situations * Of managing behaviour effectively |  |
| **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" |  |