

Cover Supervisor

Person Specification

JOB REQUIREMENTS	ESSENTIAL	Essential	Preferred	* How assessed
Qualifications and experience	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
	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
	Ability to complete administration tasks including recording and monitoring attendance	✓		A & I
Personal and interpersonal	Ability to communicate effectively to students and members of staff	✓		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	✓		A & I
	Hardworking, committed, personable, cheerful, discreet and confident	✓		A, I & R
	Tactful and diplomatic	✓		A, I & R
	Non-judgemental and objective	✓		A, I & R
	Commitment to equal opportunities	✓		I
	Commitment to social inclusion	✓		I

Special Skills and Aptitudes	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
	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
Staff Development	Flexible to working patterns	✓		A & I
	Willingness to participate in further training and development opportunities	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	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