



The Coleshill School: *Learning and Achieving Together*

Person Specification – Cover Supervisor



	Essential Criteria	Desirable Criteria	Method of Assessment
Qualifications / Vocational Training / Competences	<ul style="list-style-type: none">• Educated to Level 3.• GSCE passes (or equivalent) English and Maths, Grade C minimum and other subjects	<ul style="list-style-type: none">• Youth leader/youth work qualification	Application Form.
Experience	<ul style="list-style-type: none">• Worked with young people aged 11-16 in some capacity	<ul style="list-style-type: none">• Youth leader/youth work experience• Worked in a school environment	Application Form and Interview.
Knowledge and Understanding	<ul style="list-style-type: none">• Understanding of basic education terminology and implications• Generic school priorities and issues.• Awareness of confidentiality issues linked to home/pupil/teacher/school work		Application Form and Interview
Job Related Skills	<ul style="list-style-type: none">• Excellent interpersonal qualities and excellent oral communication skills• Demonstrable high level Literacy and Numeracy• Able to use initiative and plan use of class time• Confident user of IT• Confident managing of large groups of young people.• Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils.		Interview and references
Personal Skills and Qualities	<ul style="list-style-type: none">• Ability to empathise with young people• Ability to prioritise and good organisational skills• Tenacity and patience• Sense of humour• Good personal time management• Flexible approach	<ul style="list-style-type: none">• First Aid qualification	Interview and references