

	Role:	Cover Supervisor
	Salary Scale:	Scale 6
	Updated:	November 2023

Descriptor	Requirement	Evidence
	D: Desirable E: Essential	A: Application I: Interview
<i>Qualifications/Training</i>		
Educated to GCSE or equivalent level, including at least a C grade in English and Maths	E	A
Relevant IT software package qualifications / certification	D	A
Relevant, recent training qualification/certification (e.g. HLTA qualification)	D	A
Educated to Degree level	D	A
<i>Professional Experience Knowledge and understanding</i>		
Experience of working as a Cover Supervisor or officer in a similar environment	E	A + I
Experience of advancing pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes.	D	A + I
Be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved Understand the aims, content, teaching strategies and intended outcomes for the lessons in which you are involved, and understand the place of these in the related teaching programme	E	A + I
Willingness to participate in further training and development opportunities offered by the school	E	A + I
Experience of planning and coordinating the work of others in a time pressured environment	D	A
Experience of using Microsoft Office and/or Google to produce a range of professional documents	E	A + I
<i>Abilities and Skills/Personal Qualities</i>		
Proficient in IT with particular skills in MS Word, Excel and/or Google	E	A
Proficient user of SIMS or other MIS	E	A
Significant organisation and administrative skills	E	A + I
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	A + I
Ability to consult and negotiate with external agencies to reach the best outcome for the school	E	A + I

Ability to work under pressure and meet deadlines whilst still being polite and reasonable	E	A + I
The ability to build and maintain relationships with staff and students	E	A + I
Ability to plan time effectively and to organise The work of others	E	A + I
The ability to work in a demanding environment, meeting tight deadlines and the professional judgement of how to prioritise and delegate when necessary	E	A + I
Ability to demonstrate initiative	E	A + I
Early Starter	E	A
A commitment to working in a busy school environment	E	A + I
Flexible, motivated and committed to high standards of working	E	A + I
Good attendance and punctuality	E	A + I
Energy and enthusiasm	E	A + I
Adaptability to changing circumstances and new ideas	E	A + I
Professional approach to working	E	A + I
Resilient and determined to achieve goals	E	A + I
Committed to the ethos of the school	E	A + I
Willingness to be flexible and take on additional duties as and when required	E	A + I
<i>Equal Opportunities Awareness</i>		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	A + I
A commitment to working in a multi-cultural environment and with pupils and staff from diverse backgrounds and abilities	E	A + I
A commitment to working in a flexible and collaborative manner with all members of the school community	E	A + I
<i>Child Protection & Safeguarding Awareness</i>		
A strong understanding of child protection and safeguarding matters	E	A + I
A commitment to safeguarding and promoting the welfare of young people	E	A + I