

Cover Supervisor Person Specification



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Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Minimum of 3 GCSEs Grades (A to C) including English & Maths or equivalent qualifications to NVQ Level 2 / QCF credit value • Willingness to undertake additional qualifications • Willingness to undertake specific training 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent qualification or a comparable level of experience • Willingness to obtain basic first aid certificate 	Letter Application
Job Related Experience and Skills	<ul style="list-style-type: none"> • A commitment to high quality work including good ICT skills • Experience of working with young people • Basic understanding of child development and learning processes 	<ul style="list-style-type: none"> • Knowledge of what constitutes effective monitoring of student progress • Able to generate new ideas and initiatives • Sound knowledge of current educational issues • Experience and good working knowledge of the National Curriculum, including KS3 and KS4 	Letter Application Interview
Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to own professional development • Recent relevant service training in current education practice • Commitment to raising standards for all students • Willingness to undertake further training and development 	<ul style="list-style-type: none"> • Experience of working in a school with SEN/ EAL/Vulnerable pupils • Thorough knowledge of the secondary curriculum 	Letter Application
Knowledge and Understanding	<ul style="list-style-type: none"> • The theory of practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • Ability to use different approaches to deal with whole classroom and individual behaviour 		Letter Application Interview

	<ul style="list-style-type: none"> • The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN and Child Protection • The positive links necessary within school and with all its stakeholders 		
Personal Skills	<ul style="list-style-type: none"> • Dynamic • Able to interact with and motivate students whilst demonstrating a commitment to progress and achievement • Organise and prioritise work load and meet deadlines • Communicate effectively orally and in writing to a range of audiences • Excellent communication skills • Ability to work effectively within a team and collaboratively with parents/carers • Have high standards of punctuality, attendance and personal presentation • Promote the school's aims positively, and use effective strategies to monitor motivation and morale • Establish and develop close relationships with parents, staff and the community • Create a happy, challenging and effective learning environment 	<ul style="list-style-type: none"> • Able to work under pressure 	Letter Application Interview
Safeguarding	<ul style="list-style-type: none"> • Able to demonstrate an understanding of safeguarding 	<ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity 	Letter Interview Application