GLF Schools - The Beacon School
Cover Supervisor - Person Specification

Job Title: Cover Supervisor		
Professional and Experience	Essential	Desirable
Experience of working in an educational environment	√	
Experience of working in a school	√	
Experience of providing cover supervision lessons in the absence of the regular class teacher	√	
Experience of teaching/providing cover supervision across all Key Stages 3-5		√
Experience of involvement in extra-curricular activities	√	
A successful track record of improving outcomes for students	√	
Knowledge and Skills		
ICT skills – Proficient in using Microsoft Excel, Word and Powerpoint	√	
ICT skills - Familiarity with SIMS, PARS, Insight	√	
Good understanding of assessment frameworks used to monitor and record student outcomes and progress	√	
Effective and clear communication skills	√	
Good administration skills	√	
Able to work to deadlines, use own initiative and keep line manager appraised	√	
Ability to liaise with regular class teachers providing feedback about cover work and classes	√	
Ability to work independently, demonstrating initiative	√	
Receptive to new ideas, approaches and challenges	√	
Qualifications		
GCSE/ O Level C grade or higher (or equivalent) in Maths and English	√	
A level (or equivalent) qualifications		√
Higher Level qualifications		√
Teaching qualifications		√
Evidence of continuous professional development	√	
Personal Attributes		
Pleasant and welcoming manner	√	
Excellent interpersonal skills	√	
Personal integrity and loyalty, remaining confidential at all times	√	
Confident and calm approach	√	

Ability to manage time and workload	√	
Proactive and forward thinking	√	
Ability to use initiative	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		