

## Cover Supervisor: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS / PROFESSIONAL MEMBERSHIP</b>		
▪ Honours Degree	D	AF
▪ Minimum of 5 GCSE's including English and Maths at Grade 9-4 (A* to C) or above	E	AF
<b>KNOWLEDGE AND SKILLS</b>		
▪ High level of oral communication skills including the ability to communicate effectively in a variety of situations	E	SP
▪ Excellent organisational skills	E	AF
▪ The ability to work under your own initiative, whilst appropriately escalating matters as required	E	AF
▪ To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E	AF
▪ Knowledge of relevant SEND legislation and Code of Practice, and an understanding of its implications in practice	D	SP
▪ Knowledge of school practices and processes, and how pupils with SEND are likely to make good progress	D	AF
▪ Demonstrate effective skills in conflict resolution	D	SP

<b>PERSONAL QUALITIES</b>		
▪ The ability to maintain confidentiality at all times	E	AF
▪ Able to demonstrate a high level of personal resilience in demanding situations	E	AF
▪ A commitment to your own continuous professional development.	E	AF
▪ Personal commitment to the College's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust.	E	AF

▪ Knowledge and experience of using management information systems, particularly knowledge of Bromcom MIS advantageous.	D	SP
▪ Excellent interpersonal and communication skills	E	SP
<b>PERSONAL QUALITIES</b>		
▪ Ability to work as part of a team and on own initiative	E	SP
▪ Self-motivated, with the ability to multi-task	E	SP
▪ Reflective, resilient, responsive and reliable	E	SP
▪ Organised, with effective planning skills	E	SP
▪ Ability to maintain issues of confidentiality at all times.	E	SP
▪ The ability to manage workload, prioritising in an effective manner.	E	SP
▪ A commitment to your own, and other's continuous professional development.	E	AF
▪ Personal commitment to the College's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding and Equality & Diversity policies.	E	AF