



1666

# SIR THOMAS RICH'S SCHOOL

## GLOUCESTER

### PERSON SPECIFICATION

#### JOB TITLE: COVER SUPERVISOR

	Essential	Desirable
<b>QUALIFICATIONS</b>		
GCSE or equivalent Grade C or above in English language and mathematics	•	
Educated to degree level		•
HLTA qualification or teaching qualification		•
<b>KNOWLEDGE AND SKILLS</b>		
The ability to work independently and be self-motivating	•	
A willingness to be a 'Team Player'	•	
A good working knowledge of Microsoft Office	•	
A basic understanding of the curriculum and organisation of a secondary school		•
The ability to motivate and organise young people	•	
The ability to work on one's own initiative whilst recognising when to refer issues elsewhere	•	
Knowledge of Safeguarding procedures	•	
A willingness to be involved in extra-curricular activities	•	
<b>EXPERIENCE</b>		
Experience of working with young people	•	
Working within a classroom environment		•
<b>PERSONAL QUALITIES</b>		
Proven organisational skills	•	
Excellent communication skills, eg ability to deal sensitively with people	•	
Ability to resolve conflicts with tact and diplomacy	•	
Ability to relate to children and adults, diverse in age and background	•	
Willingness to be flexible in working hours and type of work	•	
Ability to adapt to changing and challenging circumstances	•	
The ability to think ahead to prevent problems arising	•	
Ability to operate calmly and effectively	•	

May 2015