



Person Specification

Job Title:	Cover Supervisor	
Requirements (based on the job description)		
1. Qualifications		
1.1	GCSE Grade C or above in English and Maths (or equivalent)	E
1.2	A'Levels (or equivalent)	D
2. Experience		
2.1	Experience of working with or caring for children of relevant age	E
2.2	Experience of working in a relevant classroom/service environment	D/E
2.3	Experience of supporting pupils with challenging behaviour	D/E
2.4	Experience of Administrative work	D/E
3. Knowledge, skills and abilities		
3.1	Ability to relate well to children	E
3.2	Ability to work as part of a team	E
3.3	Good communication skills	E
3.4	Ability to relate well to parents/carers	E
3.5	Ability to supervise and assist pupils	E
3.6	Time management skills	E
3.7	Organisational skills	E
3.8	Knowledge of classroom roles and responsibilities	E
3.9	Knowledge of the concept of confidentiality	E
3.10	Administrative skills	D
3.11	Ability to make effective use of ICT – including a good understanding of SIMs	D/E
3.12	Ability to deliver work programmes	E
3.13	Knowledge of the diverse nature of SEND	D/E
3.14	Flexible attitude to work	E
4. Other (including special requirements)		
4.1	Commitment to safeguarding and protecting the welfare of children and young people	E
4.2	Commitment to equality and diversity	E
4.3	Commitment to health and safety	E
4.4	Commitment to attendance at work	E
4.5	Commitment to undertake in-service training	E
4.6	No leave is permitted in term-time unless there is a specific requirement and prior discussion has taken place	
Note: We will always consider your references before confirming a job offer in writing The successful applicant will be subject to an Enhanced DBS disclosure		