

## Person Specification – Cover Supervisor

### PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
<b>ABILITIES</b>			
1) Ability to use clear language to communicate information unambiguously	*	*	
2) Ability to listen effectively	*	*	
3) Ability to negotiate effectively with adults and children	*	*	
4) Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.	*	*	
5) Motivate, inspire and have high expectations of students	*	*	
6) Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.	*	*	
7) Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	*	*	
8) Ability to establish a positive rapport and work effectively with a range of adults	*	*	
<b>SKILLS</b>			
9) Good reading and writing skills	*		*
10) Good numeracy skills	*		*
11) Good organisational skills	*	*	
12) Ability to remain calm under pressure	*	*	
13) To be flexible and follow instructions accurately	*	*	
14) Demonstrate creativity and an ability to resolve problems independently	*	*	
15) Ability to adapt quickly and effectively to changing circumstances/situations	*	*	
16) Ability to relate to and gain the respect of students in the 11-18 age group*	*	*	
17) Ability to use own initiative to work flexibly and respond positively to a range of situations	*	*	
<b>KNOWLEDGE</b>			
18) Understand and support the importance of physical and emotional wellbeing	*	*	

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
19) Health & Safety awareness	*	*	
20) Good working knowledge of Excel, PowerPoint and Word	*		*
<b>EXPERIENCE</b>			
21) Experience of working in a school and supporting in a classroom	*	*	
<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
22) Good general education up to at least GCSE Grade C or equivalent in Maths and English	*		*
23) Knowledge of basic First Aid procedures or willingness to be trained	*	*	
<b>EQUAL OPPORTUNITIES</b>			
24) Understanding and commitment to Equality and Diversity	*	*	
<b>COMMITMENT</b>			
25) To support the Governing Body in its whole-hearted adoption of all the School's aims and policies	*	*	
26) To provide a welcoming and friendly reception for anyone making contact with the school	*	*	
27) To provide the highest levels of practice in Safeguarding, Child Protection and Inclusion	*	*	
28) Demonstrate a clear commitment to develop and learn in the role	*	*	