|  |  |  |
| --- | --- | --- |
| **Job Title: Cover Supervisor** | **Essential** | **Desirable** |
| **Education and Qualifications** |
| Educated to NVQ level 3 or equivalent | √ |  |
| A broad knowledge of qualifications taught in schools |  | √ |
| **Experience** |
| Experience in working with young people of secondary school age | √ |  |
| **Knowledge and Skills** |
| Approachable | √ |  |
| Enthusiastic | √ |  |
| Understanding of the role of cover supervision in secondary schools | √ |  |
| Good organisational and interpersonal skills | √ |  |
| Ability to work independently | √ |  |
| Creative | √ |  |
| **Personal Attributes** |
| Flexible and approachable | √ |  |
| Able to work under pressure at times - Resilient | √ |  |
| Ability to relate to young people | √ |  |
| Can show initiative and common sense | √ |  |
| Work in accordance with the Trust’s values and behaviours | √ |  |
| Eligible to live and work in the UK | √ |  |
| Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust | √ |  |
| A commitment to continuing personal development and training  | √ |  |
| A commitment to safeguarding and promoting welfare of children and young people | √ |  |