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 **PERSONNEL SPECIFICATION**

**Job title: Cover Supervisor Grade/Level: Level 3**

|  | **ESSENTIAL** | **DESIRABLE** |
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| **Education, Training & Qualifications** | * Educated to NVQ Level 3 or equivalent (or have significant experience) including GCSE English and Maths (A – C) equivalent.
* Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role.
 | * Relevant higher level qualification.
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| **Experience & Knowledge** | * Experience of working with young people.
* Knowledge of relevant practices and procedures.
* Knowledge of methods of behaviour management.
 | * Experience of working within an educational setting.
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| Special Knowledge & Skills | * Excellent numeracy and literacy skills.
* Ability to use relevant technology/ICT effectively.
* Ability to use relevant equipment/resources effectively.
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| **Personal Attributes** | * High levels of integrity honesty and credibility.
* Good co-operative, interpersonal and listening skills.
* A positive, warm and approachable personality.
* Ability to prioritise conflicting demands and remain calm and firm under pressure.
* Excellent role model.
* Team Player.
* Resilience, flexibility and the ability to retain a sense of perspective.
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| **Safeguarding** | * An understanding of and commitment to safeguarding and promoting the welfare of children and young people.
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| **Equality** | * A personal and professional commitment to equal opportunities, diversity and promoting good race relations.
* Candidates should indicate an acceptance of and commitment to the principles underlying the Trust’s Equal Rights policies and practices.
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| **Circumstances/Personal** | * Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).
* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable adults/finance (DBS check required).
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