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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. |
| **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. |
| Special Knowledge & Skills | * Excellent numeracy and literacy skills. * Ability to use relevant technology/ICT effectively. * Ability to use relevant equipment/resources effectively. |  |
| **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. |  |
| **Safeguarding** | * An understanding of and commitment to safeguarding and promoting the welfare of children and young people. |  |
| **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. |  |
| **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). |  |