

**Sir William Stanier High School**

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB TITLE** | Cover Supervisor Secondary | **GRADE** | 7 |

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **DESCRIPTION** | **DESIRABLE** |
| **Knowledge and Experience** | Good standard of education to at least GCSE standard or equivalent including Maths and English  Experience of working in a school or academy  Experience of working with 11-18 year olds Ability to lead pre-planned lessons in a supportive and purposeful environment   | First Aid Training would be desirable   |
| **Skills and Abilities** | To create an excellent climate for learning in lessons  Excellent time management, organisational and administrative skills  Confident to use IT, familiar with MS Office applications   Behaviour management skills  Proactive approach and be able to work well under pressure  Good interpersonal skills  Excellent communication skills, including high standards of written communication, grammar and spelling  Ability to work independently and as part of team  Ability to work under pressure and remain calm  Good organisational and administrative skills   |  |
| **Personal Qualities** | Willingness to maintain confidentiality on all school matters  Willingness to undertake training courses that are relevant to the post  Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse   |  |

|  |
| --- |
| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust. |