

NEW MILLS SCHOOL

PERSON SPECIFICATION FOR COVER SUPERVISOR

Selection Criteria	Essential/ Desirable	Assessment
Experience		
Minimum of 12 months experience of working with secondary age pupils	E	A/I
Experience of working in a secondary school	D	A
Experience of carrying out TA/HLTA duties in a secondary school	D	A
Qualifications/Training		
Minimum of 5 GCSEs (or equivalent) at Grade C or above, including Maths and English	E	A
A record of good academic achievement	E	A
Undertaken Child Protection/Behaviour Management training	E	A
Evidence of continued professional development	D	A/I
Be able to demonstrate a willingness to attend appropriate training and development	E	A/I
Knowledge/Skills		
Good administrative, organisational and computer skills	E	A/I
Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure	E	A/I
Ability to work under pressure	E	I
Experience of working with students in a formal setting without immediate supervision	E	A/I
Record keeping, information retrieval and dissemination of data/documentation	E	A/I
Knowledge of Data Protection legislation	D	I
Personal Attributes		
Excellent communication and interpersonal skills with children and adults	E	A/I
Sets and achieves challenging professional goals	E	I
Ability to use own initiative to work flexibly and respond positively to a range of situations	E	A/I
Ability to multi-task effectively	E	A/I
Is reliable and has an excellent record of attendance and punctuality	E	I/R
Highly motivated and able to use own initiative	E	I
An understanding of, and commitment to, Safeguarding/Child Protection	E	A/I/R
Resilience	E	I
Planning, preparing and assembling resources, equipment and materials for use in lessons as requested by the staff within the curriculum area and managing the return of those items.	E	A/I

Assisting with the preparation and making of teaching aids and items for demonstration, for use in the teaching areas.	D	A/I
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A= Application Form. I = Interview. R = Reference.