



PERSON SPECIFICATION

SCHOOL: Colonel Frank Seely Academy
 POST TITLE: Teaching and Learning Cover Supervisor
 DATE: November 2017

CATEGORY/ITEM	Essential	Desirable	Evidence
<p>Experience</p> <ul style="list-style-type: none"> • Working within a School Environment • Previous experience of working with children • Working successfully and co-operating as a member of a team 	√	√ √	Application Form Interview References
<p>Education and Training</p> <ul style="list-style-type: none"> • Good standards of literacy and numeracy (GCSE / Level 2 or equivalent). • Willingness to undertake further training e.g. Health and Safety courses. 	√ √		Application Form Interview Certificates
<p>Knowledge</p> <ul style="list-style-type: none"> • Be confident in the use of Word, Excel, email and database programmes (usually Microsoft Office) • Understanding of statutory requirements including Safeguarding, Child Protection, Equal Opportunities, Inclusion and Health and Safety • Experience and knowledge or working with SIMS.net 	√	√ √	Application Form Interview
<p>Skills/Aptitudes</p> <ul style="list-style-type: none"> • Ability to organise, prioritise, and promote a positive working environment • Ability to work under pressure and meet deadlines and objectives • Demonstrate tact and sensitivity working with pupils, staff and others • Communicate effectively both verbally and in writing at all levels and to a variety of audiences (pupils, staff, parents and visitors) • Establish and develop appropriate relationships with pupils, staff, parents and visitors) 	√ √ √ √ √		Application Form Interview References

<ul style="list-style-type: none"> • Calmness in responding to emergencies and the unexpected 	√		
<p>Specific Requirements</p> <ul style="list-style-type: none"> • Ability to work in line with the ethos, culture, overall aims and policies of the School • Ability to work flexibly and undertake other duties when required to support the need of students • Excellent attendance record. 	√ √ √		<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>Suitability to work with children and young people</p> <ul style="list-style-type: none"> • Be willing to undergo and Enhanced DBS check. 	√		
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Must have an understanding of equal opportunities and a commitment to the Trust's Policy. 	√		<p>Application Form</p> <p>Interview</p>