

**PERSONNEL SPECIFICATION**

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| **Job Title** | Cover Supervisor |
| **Band/Job Group** | Band D |
| **Hours/Weeks** |  |
| **Special Conditions** |  |
| **School** | Perryfields High |
| **Responsible to** | Assistant Headteacher |

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| Sickness Absence and Disability | A good attendance record. Candidates should have less than 3 separate absences in the last 6 months or not more than 10 days absence over the 12 months period prior to the closing date of the post.  Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made). |
| Qualifications | NVQ 3 in Childcare, BTEC or NNEB  . |
| Experience | A minimum of 2 years experience of working with families with complex social needs  Experience of working in Primary/Secondary Education  Ability to motivate young people |
| Training | Willing to undertake training as necessary  Commitment to own personal development |
| Special Knowledge |  |
| Circumstances (personal) | Ability to work when the school is open (Term Time working)  Willingness to work flexibly to meet the requirements of the post |
| Disposition | Ability to motivate individuals to perform effectively  Awareness of and respect for the needs of the individual child and their families including multi-cultural and inclusive practices  Able to work with parents/carers and children in supportive, non-judgemental manner  To maintain confidentiality at all times  Ability to work on own initiative  Enjoys working with young people and helping them to achive |
| Practical and Intellectual Skills | Ability to communicate effectively (orally and in writing)  Ability to use IT technology  Ability to maintain accurate records |
| Legal Requirements | Enhanced DBS Check |