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| **UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: COVER SUPERVISOR** |
| **Criteria** |
| **Qualifications / Education / Training** |
| 1. Educated to Level 3 or above, to include English GCSE at A\*-C.
 |
| 1. An excellent command of written and spoken English.
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| **Experience** |
| 1. Experience of supervising groups of young people, ideally in a school setting.\*
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| 1. Experience of working in with young people, ideally in a school setting.\*
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| 1. Experience of arranging cover. \*
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| **Skills, Knowledge and Abilities** |
| 1. Highly developed organisational skills.
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| 1. Effective communication skills.
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| 1. Ability to work efficiently in a very busy environment.
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| 1. Ability to maintain the highest personal and professional standards.
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| 1. Ability to quickly assimilate new knowledge and work routines.
 |
| 1. Knowledge and experience of behaviour management strategies for dealing with a class of students.
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| **Equal Opportunities** |
| 1. Commitment to equal opportunities and inclusion.
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| 1. Ability to promote and support the school’s Equality and Diversity Policy.
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| **Disposition** |
| 1. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.
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| 1. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
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| 1. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the school.
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| 1. Demonstrate a diligent, “can do” attitude.
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| 1. Energetic and enthusiastic, with a naturally positive outlook.
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| 1. Calm disposition.
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*\*desirable*