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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. |
| **Experience** |
| 1. Experience of supervising groups of young people, ideally in a school setting.\* |
| 1. Experience of working in with young people, ideally in a school setting.\* |
| 1. Experience of arranging cover. \* |
| **Skills, Knowledge and Abilities** |
| 1. Highly developed organisational skills. |
| 1. Effective communication skills. |
| 1. Ability to work efficiently in a very busy environment. |
| 1. Ability to maintain the highest personal and professional standards. |
| 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. |
| **Equal Opportunities** |
| 1. Commitment to equal opportunities and inclusion. |
| 1. Ability to promote and support the school’s Equality and Diversity Policy. |
| **Disposition** |
| 1. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour. |
| 1. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal. |
| 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. |
| 1. Demonstrate a diligent, “can do” attitude. |
| 1. Energetic and enthusiastic, with a naturally positive outlook. |
| 1. Calm disposition. |

*\*desirable*