

Person Specification: Cover Supervisor

October 2019

Attributes	Essential	Desirable
Experience (Relevant work and other experience)	<ul style="list-style-type: none"> • Have sufficient understanding, knowledge and confidence to support students' learning. • Awareness of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate. • Understand the aims, content and intended outcomes for lessons. • Knowledge of a range of strategies to promote good behaviour. • Computer literate. 	<ul style="list-style-type: none"> • Understanding of Child Protection and Health and Safety Regulations. • First Aid Qualification. • Experience of using an interactive whiteboard. • Minimum of 3 years of working with secondary students.
Education & Qualifications	<ul style="list-style-type: none"> • Have a relevant qualification to NVQ Level 3 and GCSE Grade C or equivalent in Maths and English. 	
Training	<ul style="list-style-type: none"> • Willingness to undertake relevant training. 	<ul style="list-style-type: none"> • Evidence of recent training.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work effectively as a member of a team. • Good, clear communication skills, oral and written. • Well motivated; ability to work with minimum supervision. • Excellent interpersonal skills. • Ability to stay calm under pressure. • Eye for detail and committed to accuracy. • Ability to keep to procedures. 	<ul style="list-style-type: none"> • Confident to speak to a wide range of people. • Meticulous attention to detail. • Awareness of data protection. • Ability to follow written procedures.
Personal qualities	<ul style="list-style-type: none"> • Commitment to the ethos and aims of the school. • Excellent work ethic. • Patient and conscientious. • Excellent timekeeping. • Good role model for students. 	