

**PERSON SPECIFICATION**  
**Cover Supervisor**

Attributes	Essential	Desirable	How Identified
<b>Education and Training</b>			
<ul style="list-style-type: none"> <li>A good general level of education including maths and English at GCSE;</li> <li>Has demonstrated further professional development through qualifications or training.</li> </ul>	•	•	Application Form
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Experience as a Cover Supervisor;</li> <li>Experience of supervising young people;</li> <li>Experience of managing groups of students;</li> <li>Experience of SIMS or similar management information system.</li> </ul>	•	• • •	Application Form & References
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>Knowledge of a range of strategies to promote good behavior;</li> <li>Knowledge and understanding of what makes for effective learning in a classroom setting;</li> <li>Knowledge and understanding of how a lesson is delivered;</li> <li>Awareness and understanding of school policies and procedures.</li> </ul>	• • •	•	Application Form & Interview
<b>Skills</b>			
<ul style="list-style-type: none"> <li>Ability to communicate effectively with 11-18 year old students;</li> <li>Ability to work closely and productively with teachers and support staff;</li> <li>Ability and confidence to use a wide range of teaching and learning styles in the classroom;</li> <li>Competency in the use of ICT for professional purposes;</li> <li>Ability to communicate effectively with parents when appropriate;</li> <li>Flexibility and the ability to respond to changing demands;</li> <li>Good organisational skills and ability to prioritise effectively.</li> </ul>	• • • • • •		Application Form & Interview
<b>Personal Attributes</b>			
<ul style="list-style-type: none"> <li>A commitment to working with students of <b>all</b> abilities to reach their potential (equal opportunities and inclusion);</li> <li>A genuine liking for young people;</li> <li>A thoughtful and reflective individual;</li> <li>An effective and creative team player;</li> <li>A lively, motivated and enthusiastic practitioner;</li> <li>A willingness to use initiative and sometimes take risks in order to strive for continuous improvement;</li> <li>Ambitious for career development;</li> <li>Reliable;</li> <li>Good attendance record;</li> <li>A commitment to continuous professional development;</li> <li>A willingness to be involved in extra-curricular activities;</li> <li>A commitment to upholding the values and policies of the school - particularly with regard to promoting the welfare of, and safeguarding, children.</li> </ul>	• • • • • • • • • • •	•	Application Form References & Interview