

**Person Specification:
Cover Supervisor**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Qualifications	<ul style="list-style-type: none"> ● GCSE/A Level grades that demonstrate proficiency in English/Maths 	<ul style="list-style-type: none"> ● Good degree ● Whilst open to all applicants, this role might suit aspirant teachers, youth workers or associated professionals. 	Application Form Interview
2. Experience	<ul style="list-style-type: none"> ● Ability to relate well to young people ● An understanding of the role of professionals working in the school environment ● Basic understanding of child development and learning ● Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work ● Evidence of good organisational skills ● Good interpersonal skills ● Good communication skills ● Ability to write clear concise reports ● Good IT and keyboard skills ● Ability to work as part of a team ● Ability to work with minimum supervision ● Ability to maintain confidentiality 	<ul style="list-style-type: none"> ● Experience of working with students in a classroom environment ● Experience of working with students for whom English is a second language ● An understanding of the national curriculum ● Ability to communicate effectively with parents and outside bodies 	Application Form Interview References
3. Job Related Knowledge and Skills	<ul style="list-style-type: none"> ● Basic ICT skills including Microsoft Windows XP or newer, Microsoft Office 2010 and the internet, google suite 	<ul style="list-style-type: none"> ● Knowledge of SIMS in particular of the Reporting, Assessment and Attendance modules would be an advantage ● Experience of progress tracking systems such as 4 Matrix 	Application Form Interview
4. Personal Attributes	<ul style="list-style-type: none"> ● A commitment to helping students with special educational needs thrive in a mainstream school environment ● A willingness to 'go the extra mile' for students ● An openness to learning new skills and a willingness to undertake appropriate training 		Application Form Interview References

	<ul style="list-style-type: none"> ● Flexible attitude in carrying out different types of work ● Accuracy and attention to detail including quality and consistency ● To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues ● Commitment to safeguard & promote the welfare of children ● Good timekeeping and organisational skills ● Reliable and punctual ● To have self-motivation and personal drive to complete tasks to the required timescales and quality standards ● Be flexible to adapt to changing workload demands and new school challenges ● To be interested in students as individuals, how they learn and be committed to the comprehensive ideal 		
5. Other Attributes	<ul style="list-style-type: none"> ● Professional persona 		Application Form Interview References