



ARTHUR MELLOWS VILLAGE COLLEGE



PERSON SPECIFICATION – COVER SUPERVISOR

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
5 or more GCSEs at Grade 4 (or equivalent qualification) including Maths and English.	✓	
Level 3 qualifications (eg A Levels)		✓
EXPERIENCE		
Ability to relate well to students	✓	
Ability to work with limited supervision and utilise initiative	✓	
To have excellent organisational skills, allowing for prioritising of workload	✓	
Previous experience of working successfully both independently and as part of a team	✓	
Good time management	✓	
Previous experience of adapting to changes in requirements at short notice	✓	
Experience working with children of secondary age over a prolonged period of time		✓
Previous experience carrying out administrative tasks including managing inbox and workload	✓	
SKILLS		
Excellent communication skills in English	✓	
Good IT knowledge and computer skills	✓	
Ability to adapt and prioritise	✓	
Ability to meet with parents and external agencies in a professional manner and to treat the information provided as confidential		✓
Ability to promote a positive ethos and act as a role model	✓	
Ability to follow set procedures and policies	✓	
Ability to adapt own approaches in order to meet the needs of vulnerable, challenged and diverse students	✓	
Ability to deliver lessons in a wide range of subjects	✓	
KNOWLEDGE		
Bromcom database		✓
Interest in student welfare	✓	
Full awareness and understanding of safeguarding requirements		✓
DISPOSITION		
Is a 'can do' person who works flexibly, positively and collaboratively	✓	
Resilience and motivation to manage day-to-day challenges	✓	
Confident disposition	✓	
Strong commitment to personal and professional development	✓	
Ability to build effective relationships with students and staff	✓	
Sense of humour	✓	
Using initiative	✓	

Can demonstrate professionalism of the highest order	✓	
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All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.