

# Person Specification



Post: Cover Supervisor

Salary Scale: Cumbria County Council Scale Point 6

Criteria	Essential	Desirable
<b>Qualifications / Training / Competencies</b>		
Relevant NVQ 3 or equivalent	✓	
5 or more A - C GCSE or equivalent including English language and Maths	✓	
Additional specialist qualification in education		✓
<b>Relevant Knowledge / Awareness</b>		
Knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of children.	✓	
Experience as teaching assistant.		✓
Experience in another service to young people.		✓
Knowledge of administrative and financial procedures.		✓
<b>Skills / Abilities</b>		
Able to identify and work towards specific goals with children and colleagues.	✓	
Well-developed communication and interpersonal skills. Able to maintain good relationships with children and adults.	✓	
High level of motivation and the ability to prioritise tasks and work on own initiative.	✓	
Ability to work as part of a team and be flexible.	✓	
Adaptable to change.	✓	
Able to motivate and encourage children to develop their full potential.	✓	
Willingness to learn new skills as the post develops.	✓	
First Aid Qualification		✓
ICT Skills		✓