

**Job Title: Cover Co-ordinator**

**Person Specification:**

	<b>Job Requirements</b>
<b>Education and qualification</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>GCSE (or equivalent) passes in English and Mathematics</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>A Level qualification or above (or equivalent)</li> <li>Relevant education/teaching qualifications</li> </ul>
<b>Knowledge and experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ability to manage behaviour, using a range of strategies</li> <li>An awareness of, and the ability to support, Special Educational Needs and Disabilities (SEND)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience of working with children of secondary school age in the classroom</li> <li>An understanding of the curriculum requirements of schools and academies</li> <li>An up-to-date awareness of the latest best practice in teaching and learning</li> <li>Experience of working with children with SEN</li> </ul>
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ability to organise and co-ordinate the work of self and others</li> <li>Comfortable in the use of management information systems</li> <li>Ability to work under time pressures to meet deadlines and respond to the changing needs of the school environment</li> <li>Effective numeracy / literacy skills.</li> <li>Ability to manage classroom activities, physical learning spaces and resources in a safe manner</li> <li>Versatile approach to day-to-day work and ability to use own initiative</li> <li>Competence in the use of ICT to support teaching and learning</li> <li>Ability to communicate effectively with people at all levels</li> <li>Able to constantly improve own practice/knowledge through self-evaluation and learning from others.</li> <li>Ability to hold regular and routine contact with students, staff and parents</li> <li>Willingness to expand on current experience.</li> <li>Ability to remain calm under pressure</li> <li>Ability to work both unsupervised and in a team</li> </ul>

<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Commitment to high educational, professional and personal standards.</li><li>• Understanding the importance of maintaining confidentiality.</li><li>• A flexible approach to work.</li><li>• Commitment to equal opportunities and valuing diversity.</li><li>• An Enhanced Disclosure is required for this post.</li></ul>
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