

PERSON SPECIFICATION

Job Role: Cover Supervisor

School: Sprowston Community Academy

	Essential	Desirable	How Measured During Recruitment and Selection Progress
Education/Training Qualifications	Good standard of education including GCSE Maths and English at Grade 4/C or equivalent		Application Interview
Experience	Experience of working with pupils of relevant age or in an appropriate learning environment	<ul style="list-style-type: none"> • Basic knowledge of first aid • Previous classroom management experience 	Application References
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies so as to contribute to a purposeful learning environment • Ability to encourage pupils to learn using pre-set material • Ability to undertake varied duties • Ability to demonstrate limits of responsibility • Ability to work under direction of different people and as part of a team • Good communication skills with people at all levels • Ability to gain respect of pupils 	<ul style="list-style-type: none"> • Working knowledge of ICT to support learning • Able to organise own workload in the context of varied tasks • Ability to critically evaluate own performance and make changes to be more effective • Ability to offer extra-curricular activities • Understand relevant policies and procedures 	Application Interview References

	through confidence and authority <ul style="list-style-type: none"> • Able to work calmly under pressure 		
Personal Qualities	<ul style="list-style-type: none"> • Ability to build good relationships with pupils and colleagues • Team player • Flexible and adaptable • Positive attitude • Conscientious and hardworking 	<ul style="list-style-type: none"> • Committed to own professional development • A good sense of humour 	Interview DBS check Application References