

Person Specification

Job Title: Cover Supervisor

Hours/Weeks: 30.5 hours per week / 40 weeks (Term time)
Monday to Thursday 8.15am to 3.30pm, Friday 8.15am to 2.45pm

Contract: Permanent

Grade / Salary: Scale 5 (Spinal Point 12-15) (pro rata)

- Exceptional interpersonal skills, especially with young people.
- Good communication skills (oral and written).
- High level skills to manage safely classroom activities, the physical learning space and resources.
- Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole in addition to behavioural needs.
- Experience of working with young people in a secondary school setting.
- Minimum level 2 qualifications in English and Maths.
- Outstanding record of attendance and punctuality.
- High levels of integrity, honesty and endeavour.
- A self-starter who can set and meet deadlines; a problem solver who always wants to achieve better levels of service.
- Approachable, flexible and able to prioritise.
- Ability to work collaboratively with colleagues as a member of the team.
- Energy, stamina and resourcefulness.
- Ability to be cordial and amenable with students, colleagues and parents.

May 2026

Signed: Dated: