

The Oaks Academy

PERSON SPECIFICATION

JOB TITLE	Cover Supervisor	GRADE	6
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ATTRIBUTES	DESCRIPTION	DESIRABLE
Knowledge and Experience	Good standard of education to at least GCSE standard or equivalent including Maths and English Experience of working in a school or academy Experience of working with 11-18 year olds Ability to lead pre-planned lessons in a supportive and purposeful environment To create an excellent climate for learning in lessons Excellent time management, organisational and administrative skills Confident to use IT, familiar with MS Office applications Behaviour management skills	First Aid Training would be desirable
Skills and Abilities	Proactive approach and be able to work well under pressure Good interpersonal skills Excellent communication skills, including high standards of written communication, grammar and spelling Ability to work independently and as part of team Good organisational and administrative skills	
Personal Qualities	Willingness to maintain confidentiality on all school matters Willingness to undertake training courses that are relevant to the post Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.