

Person Specification for Cover Supervisor

Qualifications:

	Essential	Desirable	A	I	R
1. Level 2 qualifications	✓		✓		
2. Level 3 qualifications		✓			
3. Evidence of recent training/development with young people		✓	✓		
4. Proven experience of working with children of relevant age in a learning environment		✓	✓		
5. Numeracy/literacy qualifications (at least equivalent to Level 2)	✓		✓		

Professional knowledge and understanding, skills and attributes:

	Essential	Desirable	A	I	R
6. An understanding of the characteristics of an effective school		✓	✓	✓	
7. An understanding of the National Curriculum - content and assessment		✓	✓	✓	✓
8. The ability to set standards and provide a role model for students	✓			✓	✓
9. A knowledge of relevant policies/codes of practice/legislation		✓		✓	✓
10. The ability to promote the ethos of the school to the wider community	✓			✓	✓
11. The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	✓			✓	✓
12. The ability to use ICT to enhance and support teaching, learning and management	✓			✓	
13. Evidence of involvement and understanding of pastoral needs of students		✓	✓	✓	
14. To be conscious of, and desire to maintain, a safe and healthy working environment	✓		✓	✓	✓
15. Experience of working within a school		✓			
16. Ability to manage classroom activities and the physical learning space safely	✓				
17. Ability to manage student behaviour effectively	✓				
18. Ability to use own initiative	✓				
19. A knowledge and understanding of how to safeguard students and how to deal with concerns	✓				
19. The ability to use ICT to complete administration duties	✓				

Personal skills and attributes:

	Essential	Desirable	A	I	R
20. Decision-making skills - the ability to investigate, solve problems and make decisions	✓			✓	
21. Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of others	✓		✓	✓	
22. Ability to develop new ideas	✓			✓	
23. Personal impact and presence	✓			✓	✓
24. Energy, determination and perseverance	✓				✓
25. Self-confidence, enthusiasm and commitment	✓			✓	
26. Reliability and integrity	✓			✓	✓

Note - This job description is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

Bold statements are the main criteria used for shortlisting.

Non-bold statements are subsidiary criteria used for further refining the shortlist.

A = Application

I = Interview (including tasks)

R = Reference