

**PERSON SPECIFICATION**

JOB TITLE	Cover Supervisor
DEPARTMENT	Academic
SECTION	Senior School
LINE MANAGER	Deputy Head Academic

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, SKILLS & EXPERIENCE:		
GCSEs (or equivalent) in English and Mathematics at grade 4/C or above.	√	
Good digital skills, including confidence with Microsoft Office applications and adaptability to school I.T. systems.	√	
Educated to degree level or equivalent.		√
Experience of working with young people aged 11-18.		√
Experience of working in a school or similar environment.		√
APTITUDES:		
Confident and effective communicator with strong classroom management skills.	√	
Ability to communicate effectively across all facets of school life, including with parents / carers.	√	
Ability to establish positive relationships with young people and to motivate and encourage them in their learning.	√	
Ability to respond calmly and flexibly to a range of situations.	√	
Confident working independently while exercising sound judgement about when to seek advice or support.	√	
Strong organisational skills, able to manage a varied and unpredictable daily timetable.	√	
Reliable, approachable and resilient, with a genuine commitment to supporting pupils.	√	
Willingness to maintain confidentiality on all school matters.	√	
Commitment to safeguarding, equality and diversity.	√	
Safeguard and promote the welfare of children	√	
Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Ability to uphold appropriate standards of behaviour	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Discretion, courtesy, honesty, and integrity	√	
Reliable, punctual, diligent and well-organised	√	