

## Cover Supervisor

EDUCATION	Requirement:	Assessed at:
High standard of general education. At least 5 A*-C GCSE including Math, English and Science or equivalent.		
Qualified teacher status		
Ability to use Microsoft packages		
Evidence of further professional development		
EXPERIENCE OF	Requirement:	Assessed at:
Using a management information system		 
Working effectively in an education environment		 
Working using collaborative partnerships		 
Excellent ICT skills		 
Excellent communication skills, both verbal and written		 
BEHAVIOURS	Requirement:	Assessed at:
Natural communicator; relationship building skills with a range of stakeholders		 
Good interpersonal skills		 
Proactive and innovative		 
Commitment to high standards, best value and continuous improvement		
A 'can-do' approach and positive attitude to innovation and change		
KNOWLEDGE & UNDERSTANDING	Requirement:	Assessed at:
Understanding of the education system		 
Understanding of the Data Protection Act		 
ATTRIBUTES	Requirement:	Assessed at:
Committed to the values aims of Wootton Park School		 
Committed to Equality and Diversity		 
Committed to own continuing professional development		 
Commitment to Safeguarding & Child Protection		 
Clear view of what high standards and performance looks like		 
Proactive / strong problem solver with the ability to make things happen		 