

## **Person Specification**

## Person Specification – Cover Supervisor

## JOB TITLE: Cover Supervisor – hours to be discussed at interview

ATTRIBUTES		ESSENTIAL (E) DESIRABLE (D)
QUALIFICATIONS	GCSE A*- C (or equivalent) in both Maths and English Language	Е
KNOWLEDGE AND EXPERIENCE	<ul> <li>Recent experience of working in the education sector and/or with secondary aged students aged 11 – 16.</li> <li>Experience &amp; proven ability to use a variety of Computer</li> </ul>	E D
EXILINEIVEE	Applications, in particular Microsoft Office.	
SKILLS & ATTRIBUTES	Ability to set and maintain high standards.	E
	A calm but assertive personality.	E
	Ability to safely manage classroom activities, the physical learning space and classroom resources.	Е
	<ul> <li>An understanding of a range of strategies to deal with classroom behaviour - group behaviour and individual behaviour.</li> </ul>	D
	Excellent organisational, planning and interpersonal skills.	Е
	Good communication skills: verbal/written.	E
	Sense of humour.	Е
	Flexible approach to working conditions and working environment.	E
	Self-motivated and enthusiastic worker.	E
	Good ICT skills and confidence in learning new systems.	D
	Ability to work on own initiative.	E
	Ability to prioritise tasks, manage time effectively and meet deadlines.	E
	Effective team worker.	E _
	Discrete and considerate when dealing with sensitive and confidential matters.	E
OTHER	Good attendance and punctuality record.	E
	<ul> <li>A willingness to undertake relevant training to support effective classroom practice.</li> </ul>	Е
	Commitment to equal opportunities	E
	Commitment to student safety and safeguarding.	E