

## Cover Supervisor Person Specification

	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated to GCSE level with Maths and English at Grades A*-C or equivalent	✓		Application form
<b>Experience:</b>			
Experience of coordinating and organising groups of people	✓		Application form, at interview, references.
Previous experience of working in a school or an educational setting		✓	Application form
Previous experience in a classroom support role		✓	Application form, at interview, references.
<b>Personal and Professional Skills and Attributes:</b>			
An understanding of the educational system and National Curriculum	✓		Application form and at interview.
A commitment to high standards of student behaviour and an ability to maintain discipline in a classroom situation	✓		Application form and at interview.
High professional standards	✓		Application form, at interview, references.
Empathy with children and young people	✓		At interview, references.
Excellent communication and interpersonal skills	✓		Application form, at interview, references.
Highly motivated and enthusiastic	✓		At interview, references.
Knowledge of positive and assertive behaviour management strategies		✓	Application form, at interview, references.
Ability to work effectively as a member of a team	✓		At interview, references.
High quality organisational skills	✓		At interview, references.
Good standard of ICT skills	✓		Application form and at interview.
Ability to cope with, and to prioritise, conflicting demands, deadlines and interruptions		✓	At interview, references.
Ability to work with minimal supervision and to act on own initiative within set boundaries	✓		At interview, references.
<b>Motivation:</b>			
Willingness to work flexibly and to adapt to the schools changing needs.	✓		Application form, at interview, references
Willingness to undertake further training as appropriate	✓		Application form, at interview, references
<b>Physical:</b>			
Ability to undertake physical tasks to administer first aid		✓	Application form and at interview.
<b>Other:</b>			
To be willing to train as a first aider		✓	Application form, at interview, references
To maintain confidentiality at all times	✓		