



PERSON SPECIFICATION

Job Title: Cover Supervisor

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	- Educated to GCSE level, including English and Mathematics - To be able to speak fluent English to an appropriate standard - This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.	- Further academic qualifications relevant to the specialist subject area, such as A Level or degree qualification - Formal safeguarding training to Level 1 - Holds or is working towards a relevant NVQ at level 3 or higher - Current First Aid qualification
Previous experience	Experience of working with young people in an educational setting	Experience of teaching or supporting students in relevant disciplines, including small group and individual work
Skills, knowledge and understanding	- Ability to communicate effectively with children, parents and other staff - Computer literate, including Microsoft Office packages - Strong numeracy and literacy skills - Excellent planning and organisational skills, including basic administration skills - Ability to motivate and encourage pupils	- Higher competence in ICT as a tool for educational transformation. - Sound understanding of effective teaching and learning strategies - Sound knowledge of curriculum requirements in relevant subject area - Firm, sensitive and effective approach towards pupil discipline. - Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.
Leadership and management	- Willingness to work as part of a team - Ability to be professionally discreet and to respect confidentiality	Evidence of commitment to continued professional development and training
Personal qualities	- A commitment to ensuring that every student achieves their potential - Patient, calm and resilient - Suitability to work with children, including relevant DBS checks	- Ability to work under pressure - Flexibility and ability to use their own initiative - Ability to plan ahead and manage time effectively