



COVER SUPERVISOR – JOB SPECIFICATION

	Essential	Desirable	How Identified
Education & Qualifications	<ul style="list-style-type: none"> • 5A*-C GCSEs including English and Mathematics • Evidence of good numeracy/literacy skills 	<ul style="list-style-type: none"> • Level 3 and / or 4 qualifications 	<ul style="list-style-type: none"> • Application form
Relevant Experience	<ul style="list-style-type: none"> • Ability to present information to a variety of audiences 	<ul style="list-style-type: none"> • Experience of working in a secondary school 	<ul style="list-style-type: none"> • Application/supporting statement/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Ability to find solutions to problems • ICT Literate • Ability to use a range of strategies to build relationships with pupils so as to command their respect and deal with classroom behaviour as a whole and, also, individual behaviour needs in order to produce a constructive working environment in class 	<ul style="list-style-type: none"> • Knowledge and understanding of the School's Policies for Behaviour Management, Health & Safety, SEN and Equal Opportunities • Evidence of appropriate knowledge of first aid 	<ul style="list-style-type: none"> • Supporting statement/Interview/ References • Observation
Interpersonal Skills	<ul style="list-style-type: none"> • Ability to relate to teachers, other professionals, parents and students • Ability to work constructively as part of a team and understand classroom roles and responsibilities and your own position with these. • Ability to work on own initiative • Ability to be firm and fair in dealing with young people 	<ul style="list-style-type: none"> • Ability to adapt to change and work under pressure 	<ul style="list-style-type: none"> • Supporting statement Interview/ References • Observation
Other	<ul style="list-style-type: none"> • Ability to relate to and promote the ethos of the school • Willingness to undertake training as required • Excellent attendance and punctuality • Smart personal appearance • Flexible Attitude • Team Player • Positive • Enthusiastic • Calm 	<ul style="list-style-type: none"> • Sense of humour • Optimistic attitude 	<ul style="list-style-type: none"> • Supporting statement/Interview • Observation